

### Manual Disbursing Operations



- ☐ Introduction and References
- Disbursing Chain of Command and Personnel roles/responsibilities
- Pecuniary Liability and Cash handling
- ☐ Advance DD 1081

# AGENDA (cont.)

- Cashier and Disbursing Agent transactions
  - Disbursements
     Casual/Local payments (DD 1351-6)
     Contract payments and legal Claims (SF 1034)
  - Collections

Savings Deposit Program (DD1131)
AAFES and Postal (DD 1131)
Miscellaneous collections

Exchange Transactions (DD 2664)
 Negotiable Instruments
 Stored Value Card (SVC)
 Foreign Currency exchanges

- ☐ Balancing out and Return DD 1081
- ☐ Daily Agent Accountability Summary (DD 2665)
- □ Conclusion

## TERMINAL LEARNING OBJECTIVE

**Action:** Perform Manual Disbursing Operations

<u>Conditions</u>: Given a requirement to conduct manual disbursing operations in a contingency environment, IAW DoDFMR 7000.14-R, Volume 5, Chapters 2-4, 10-11, 19, and 21

**Standards:** Students should be able to perform the following without error:

- Perform manual disbursing operations
- · Identify duty positions within disbursing
- Prepare the Daily Agent Accountability Summary (DD

Form 2665)

 Prepare a Statement of Agent Officer's Account (DD

Form 1081)

DoDFMR 7000.14-R, Vol 5 – Disbursing Policy And Procedures www.dod.mil/comptroller/fmr/05/index.html

> DOD Forms

www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms000

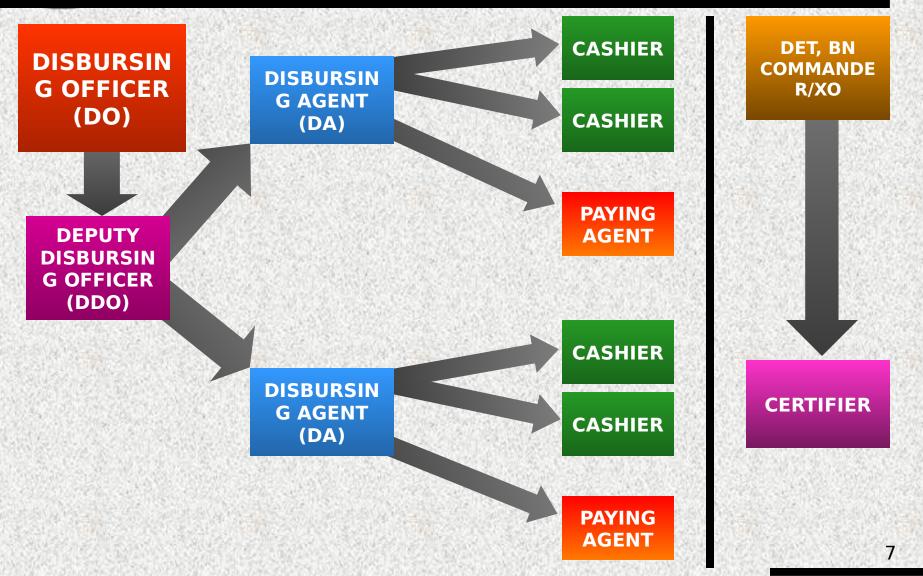
0499.htm

> DA Forms

www.armypubs.army.mil/eforms/da0001\_to\_da1299\_1.htm



### **DISBURSING CHAIN OF COMMAND**



## DISBURSING PERSONNEL

**Disbursing Officer (DO)** – is the person held overall responsible for the account (DSSN) and is pecuniary liable for any losses associated with disbursing personnel. This individual is under formal appointment orders.

The primary responsibility of the DO is to ensure security and account for public funds.

**Deputy Disbursing Officer (DDO)** – is an individual appointed by the DO to act for and in the name of that DO. Acts as the DO if the DO is unable to fulfill his/her duties for any reason. He/she is responsible for the daily affairs of the overall account. This individual is under formal appointment orders.



<u>Disbursing Agent (DA)</u> – is responsible for preparing disbursements and collection vouchers as an agent for the DO. This individual is under formal appointment orders.

<u>Cashier</u> – is an individual designated by the DO to perform disbursing, collection, and accounting responsibilities. Must be of unquestionable integrity. This individual is under formal appointment orders.

appointment orders.

Paying Agent – is an individual nominated by his Unit

Commander through orders to the DO in order to make
payments for small purchases. Must be of unquestionable
integrity. This individual is under formal appointment orders.

<u>Certifier</u> – is an individual designated by the DET or BN CDR/XO or the FMSU XO to verify that disbursements and collections are proper and legal prior to processing by disbursing personnel. This individual is under formal appointment orders.

## PECUNIARY LIABILITY

An Agent (DDO, DA, Cashier, Paying Agent) who has signed for cash, negotiable instruments, and paid vouchers has **pecuniary liability** for such items until their return to their principal (DDO, DA). If an agent feels that adequate security has not been provided by the command (such as a safe or cash box that only the agent has access to, appropriate physical security and/or guard) then the agent may refuse to disburse such funds and return the funds to the DO.

Responsibility for the physical security of the cash must **never** be delegated to anyone, even the Disbursing Officer (DO) and/or his delegates (Disbursing Agent, Paying Agents, other cashiers, etc.).



In the event of shortages or overages of funds, the DO, DDO, or DA will review procedures to verify if the discrepancy was due to negligence on your part. Attention to detail, complying with the directives outlined in unit policies, and using effective security measures, while employing good common sense will minimize losses. It is imperative to take your time to do the job right. Do not feel pressured to forgo accuracy for the sake of speed. The agent is 100% responsible for the money that has been issued to him/her once the DD 1081 has been signed by both the agent and his/her principal. Responsibility and security for your funds cannot be delegated.



### **CASH HANDLING PROCEDURES**

- Keep all coins and currency segregated by denomination.
- Count funds a minimum of four times (1st to yourself from drawer, 2nd verification recount, 3nd count to the customer, 4th the customer counts the money back to you) before disbursing any funds. Have the customer verify the amount received before leaving. (If a customer leaves and returns stating there is a discrepancy, IMMEDIATELY cease cashier operations and notify your supervisor.)
  - Keep funds received from customers in plain sight, counting out loud so there can be no grounds for dispute in the case of a possible discrepancy.

### CASH HANDLING PROCEDURES (cont.)

- Ensure that your cash is guarded at all times.

  NEVER leave funds unguarded.
- Handle cash with care and be alert at all times, do not become complacent.
- Count and bundle excess cash when business is slow using the correct banding tapes and coin wrappers.
- NEVER allow anyone to count or handle your funds except when duly authorized and in your presence. Keep your eyes on your money.

## ADVANCING FUNDS TO AN AGENT

All funds that are advanced to agents shall be documented by using a DD Form 1081 (Statement of Agent Officer's Account). The DD 1081 will be dated and signed by the person advancing the funds as well as the agent.

The agent will verify all money that is being advanced by actual cash count by denomination.

The agent will secure all money in a safe, or locked money bag that is always in his/her possession, until the money is returned.



| STATEM  | MENT OF AGENT            | OFFICER'S ACCOU   | NT   |   |  |  |
|---|--------------------------|---|--|---|--|--|
| DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATIO   | N SYMBOL NO.             | AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS<br>(Include ZIP Code/APO manter) and Telephone number)   |  |   |  |  |
| MARK DELL 1LT, FC Disbursing Agent 123-45-6789 3rd Financial Management Detachment FOB Finance, Afghamistan APO AE 09314 DSSN 8850  |                          | JOHN SMITH PFC, US Army Cashier 987-65-4321 3rd Financial Management Detachment FOB Finance, Afghanistan APO AE 09314 DSSN 8850                     |  |   |  |  |
|   |                          |   |  |   |  |  |
| TRANSAC   |                          | GENT OFFICER'S ACCO   |  |   |  |  |
| TRANSACTIONS a  | (Received by Agent)<br>b | BEGINNING BALANCE<br>(In Agent's Account)   | DECREASE<br>(Turned in by Agent)<br>d  | ENDING BALANCE<br>(In Agent's Account)  |  |  |
| 1. BALANCE FORWARD  |                          |   |  |   |  |  |
| 2.U.S. DOLLARS  |                          |   |  |   |  |  |
| 3. FOREIGN CURRENCY   |                          |   |  |   |  |  |
| 4. MILITARY PAYMENT CERTIFICATES  |                          | <u> </u>  |  |   |  |  |
| 5. COLLECTIONS 6. DEPOSITS  | -                        |   |  |   |  |  |
| 7. NEGOTIABLE INSTRUMENTS   |                          | 8: 119  |  |   |  |  |
| A TREASURY CHECKS   |                          | 8   |  |   |  |  |
| B. MILITARY PAYMENT ORDERS  |                          |   |  |   |  |  |
| C. OTHER (Specifi)  |                          | ii i  |  |   |  |  |
| 8. PAID VOUCHERS  |                          |   |  |   |  |  |
| 9. INCORRECT VOUCHERS RETURNED  |                          |   |  |   |  |  |
| 10.   |                          |   |  |   |  |  |
|   | 100                      |   |  |   |  |  |
| 11.   |                          |   |  |   |  |  |
| <u> </u>  |                          |   |  |   |  |  |
| 11. 12 TOTAL FUNDS IN HANDS OF AGENT OFFICER.   | ATATEU                   | FAITE   |  |   |  |  |
| 11.   | 878774                   | - Arre  | AGENT OFFICER  |   |  |  |
| DISBURSING OFFICER  DISBURSING OFFICER  ON ADVANCE: I HAVE INTRUSTED FUN OTHER ITEMS AS INDICATED IN THIS STATEME ABOVE NAMED AS MY AGENT OFFICER.  |                          | FUNDS AND/OR OTH<br>ASSUMED PECUNIAI<br>NOTIFY THE DISBUR<br>DISCOVERY OF ANY<br>RECEIVED AND UND<br>CONCERNING MY DU<br>AGENT OFFICER.             | E; I, AS AGENT OFFI<br>ER ITEMS AS INDICA<br>RY RESPONSIBILITY<br>SING OFFICER IMME<br>LOSS OR SHORTAG<br>ERSTAND WRITTEN<br>JTIES AND RESPONS                         | ATED ABOVE. I HAVE<br>THEREFOR. I WILL<br>EDIATELY UPON<br>SE, AND I HAVE<br>INSTRUCTIONS                     |  |  |
| 11. 12 TOTAL SINDS IN HANDS OF AGENT OFFICER  DISBURSING OFFICER  ON ADVANCE: I HAVE INTRUSTED FUN  OTHER ITEMS AS INDICATED IN THIS STATEME  |                          | FUNDS AND/OR OTH<br>ASSUMED PECUNIAI<br>NOTIFY THE DISBUR<br>DISCOVERY OF ANY<br>RECEIVED AND UND<br>CONCERNING MY DU<br>AGENT OFFICER.             | E; I, AS AGENT OFFI<br>IER ITEMS AS INDICA<br>RY RESPONSIBILITY<br>ISING OFFICER IMME<br>LOSS OR SHORTAG<br>ERSTAND WRITTEN  | ATED ABOVE. I HAVE<br>THEREFOR. I WILL<br>EDIATELY UPON<br>SE, AND I HAVE<br>INSTRUCTIONS                     |  |  |
| 11. 12 TOTAL FUNDS IN HANDS OF AGENT OFFICER  DISBURSING OFFICER  ON ADVANCE: I HAVE INTRUSTED FUN OTHER ITEMS AS INDICATED IN THIS STATEME ABOVE NAMED AS MY AGENT OFFICER.  |                          | FUNDS AND/OR OTH<br>ASSUMED PECUNIAI<br>NOTIFY THE DISBUR<br>DISCOVERY OF ANY<br>RECEIVED AND UND<br>CONCERNING MY DU<br>AGENT OFFICER.             | E; I, AS AGENT OFFI<br>ER ITEMS AS INDICA<br>RY RESPONSIBILITY<br>SING OFFICER IMME<br>LOSS OR SHORTAG<br>ERSTAND WRITTEN<br>JTIES AND RESPONS                         | ATED ABOVE. I HAVE<br>THEREFOR. I WILL<br>EDIATELY UPON<br>SE, AND I HAVE<br>INSTRUCTIONS                     |  |  |
| DISBURSING OFFICER  DISBURSING OFFICER  ON ADVANCE: I HAVE INTRUSTED FUN OTHER ITEMS AS INDICATED IN THIS STATEME ABOVE NAMED AS MY AGENT OFFICER.  | AND/OR                   | FUNDS AND/OR OTH ASSUMED PECUNIAI NOTIFY THE DISBUR DISCOVERY OF ANY RECEIVED AND UND CONCERNING MY DI AGENT OFFICER.  DATE                         | E; I, AS AGENT OFFI<br>ER ITEMS AS INDICA<br>RY RESPONSIBILITY<br>SING OFFICER IMME<br>LOSS OR SHORTAG<br>ERSTAND WRITTEN<br>JTIES AND RESPONS                         | ATED ABOVE. I HAVE<br>THEREFOR. I WILL<br>DEUTETLY UPON<br>IE, AND I HAVE<br>INSTRUCTIONS<br>SIBILITIES AS AN |  |  |
| DISBURSING OFFICER  DISBURSING OFFICER  DISBURSING OFFICER  ON ADVANCE: I HAVE INTRUSTED FUN OTHER ITEMS AS INDICATED IN THIS STATEME ABOVE NAMED AS MY AGENT OFFICER.  DATE  ON RETURN: I HAVE RECEIVED FUNDS ITEMS AS INDICATED ON THIS STATEMENT FR  | AND/OR                   | FUNDS AND/OR OTH ASSUMED PECUNIAI NOTIFY THE DISBUR DISCOVERY OF ANY RECEIVED AND UND CONCERNING MY DI AGENT OFFICER.  DATE  ON RETURN: IS CORRECT. | E: I, AS AGENT OFFI<br>IER ITEMS AS INDICA<br>RY RESPONSIBILITY<br>ISING OFFICER IMME<br>LOSS OR SHORTAG<br>ERSTAND WRITTEN<br>JTIES AND RESPONS                       | ATED ABOVE. 1 HAVE<br>THEREFOR. I WILL<br>EURITELY UPON<br>IE, AND I HAVE<br>INSTRUCTIONS<br>SIBILITIES AS AN |  |  |
| DISBURSING OFFICER  DISBURSING OFFICER  ON ADVANCE: I HAVE INTRUSTED FUN OTHER ITEMS AS INDICATED IN THIS STATEME ABOVE NAMED AS MY AGENT OFFICER.  DATE  ON RETURN: I HAVE RECEIVED FUNDS ITEMS AS INDICATED ON THIS STATEMENT FR NAMED AGENT OFFICER. | AND/OR                   | FUNDS AND/OR OTH ASSUMED PECUNIAI NOTIFY THE DISBUR DISCOVERY OF ANY RECEIVED AND UND CONCERNING MY DI AGENT OFFICER.  DATE  ON RETURN: IS CORRECT. | E; I, AS AGENT OFFI<br>ER ITEMS AS INDICA<br>RY RESPONSIBILITY<br>ISING OFFICER IMME<br>LOSS OR SHORTAG<br>ERSTAND WRITTEN<br>JUES AND RESPONS<br>UPE OF AGENT OFFICER | ATED ABOVE. I HAVE<br>THEREFOR. I WILL<br>DEUTETLY UPON<br>IE, AND I HAVE<br>INSTRUCTIONS<br>SIBILITIES AS AN |  |  |

### **Administrative Data**

Transactions affecting Accountability

Advance- Statement of Understanding

Return- Statement of Understanding



### **ADVANCE DD 1081 - ADMIN DATA**

Only to be filled out by personnel on Disbursing Agent orders or above Agent Officer's information (Cashier and above)

### STATEMENT OF AGENT OFFICER'S ACCOUNT

DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.

#### MARK DELL

LT, FC

Disbursing Agent

L23-45-6789

<sup>₿rd</sup> Financial Management Detachment

FOB Finance, Afghanistan

APO AE 09314

DSSN 8850

AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS

#### JOHN SMITH

PFC, US Army

**C**ashier

987-65-4321

**3**<sup>rd</sup> Financial Management Detachment

FOB Finance, Afghanistan

ÅPO AE 09314

**DSSN 8850** 



### **ADVANCE DD 1081 - TRANSACTIONS**

Ending balance from day prior. This can be "\$0.00" if no money is previously in agent's account.

### **Important Notes**

Count currency thoroughly. You will be expected to have the total in block 12C upon Return (left over currency plus documentation)

Always use dollar signs right in front of the numbers. This will avoid any future "misunderstanding".

Trust no one. If you are not comfortable with the values, do not sign the DD 1081 and recount the money.

| Currency TRAN                             | SACTIONS AFFECTI    | NG AGENT OFFICER      | 'S ACCOUNT           |                      |
|---|---------------------|-----------------------|----------------------|----------------------|
| advances                                  | INCREASE            | BEGINNING BALANCE     | DECREASE             | ENDING BALANCE       |
| TRANSACTIONS                              | (received by Agent) | (in Agents's Account) | (Tereod is by Agent) | (la Ageat's Account) |
|   | b                   | ·                     | d                    | e e                  |
| 1. BALANCE FORWARD                        |                     | \$0.0                 |                      | \$140,000.           |
| 2. U.S. DOLLARS                           | \$ 70,000.0         | <b>o</b>              |                      | 00                   |
| 3. FOREICH CURRENCY (IRAQI DINAR)         | \$70,000.0          |                       |                      |                      |
| 4. MILITARY PAYMENT CERTIFICATES          | 0                   |                       |                      |                      |
| 5. COLLECTIONS                            |                     |                       |                      |                      |
| 6. DEPOSITS                               |                     |                       |                      |                      |
| 7. NEGOTIABLE INSTRUMENTS                 |                     |                       |                      |                      |
| A. TREASURY CHECKS                        |                     |                       |                      |                      |
| B. MILITARY PAYMENT ORDERS                |                     |                       |                      |                      |
| C. OTHER (Specify) CHECKS                 |                     |                       |                      |                      |
| 8. PAID YOUCHERS                          |                     |                       |                      |                      |
| 9. INCORRECT YOUCHERS RETURNED            |                     | · ·                   | DD 1081 to a         | void                 |
| 10. FC Gain or Loss                       |                     |                       | onfusions"           |                      |
| 11. Cashier overage/shortage              |                     | with Di               | sbursing Ager        |                      |
| 12. TOTAL FUNDS IN HANDS OF AGENT OFFICER |                     | \$140,000.            |                      | \$140,000.           |

Total advances/overall agent accountability



### ADVANCE DD 1081 STATEMENTS OF UNDERSTANDING

Once totals are verified, the principal initials, signs and

Once the totals are verified, the agent initials, signs and dates

| dates s   | TATEMENTS   |
|---|---|
| DISBURSING OFFICER  | AGENT OFFICER   |
| <b>MD</b> ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR   | ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FSNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR  |
| OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.                                    | I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER. |
| DATE / SIGNATURE OF DIS  4 March****  | DATE / SIGNATURE OF AGEN  L4 March****  |
| ON RETURN: I HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER | ON RETURN: THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.   |

Once the DA and the cashier sign the DD 1081, it becomes an accountability document that needs safeguarding by both the principal and agent.

DD FORM 1081, 1 MAY 75

# CHECK ON LEARNING

Who is responsible for the appointment of the DDO, DA and cashiers?

The DO (the DDO and DA may also appoint IAW new change in Vol 5)

What is the role of the Certifier in the disbursing of the Certifier in the disbursing that a disbursement or collection transaction is legal and proper prior to processing (certification).

Who is ultimately responsible for the safeguarding of individual funds and what is this called? Whomever signed for the funds. It's called "pecuniary liability".

# CHECK ON LEARNING

### What form is used to advance or return funds? DD 1081 (Statement of Agent Officer's Account)

How many times should funds be counted prior to disbursement?

Four times: two to self, one out loud to customer, one counted back from the customer

Who is required to sign the DD 1081 when funds are being advanced?

The principal (whomever issued the funds) and the agent

(whomever is signing for the funds)

# THREE MAIN TYPES OF AGENT TRANSACTIONS

The three main types of transactions a disbursing office deals with are:

**DISBURSEMENTS-** Decrease accountability.

**COLLECTIONS-** Increase accountability.

**EXCHANGE TRANSACTIONS-** receipt of one negotiable instrument in exchange for another or cash (does not affect overall accountability)

# DISBURSEMENTS

A disbursement is a transaction that <u>decreases</u> CASH accountability. Since cash accountability decreases, the agent must always provide documentary evidence that the cash was properly and lawfully disbursed. Examples of Disbursements:

**Local Pay** (DD 1351-6 with DD 117)

**Legal Claims or Contract payments** (SF 1034)

**Travel Advances/Settlements** (DD 1351) *uncommon in theater* 

## DISBURSEMENTS - LOCAL PAY

Local payment limits will be established by the local Financial Management Support Center (FMSC). A policy letter will be published to establish procedures for all Financial Management elements within their command.

All Local Payments, regardless of service (Army, Marines, Navy, Reserves, etc.) will be recorded on a DD form 1351-6 (Multiple Payments List) which is chargeable under the appropriate Accounting Classification. These actions will ensure that the transactions were properly collected against the Soldier's pay and are in balance IAW the Merged Accountability & Funding Report (MAFR) balancing of this report starts at the cashier.

### DISBURSEMENTS - LOCAL PAY (cont.)

Local payments for each service will be processed and recorded under their applicable DD 1351-6 and are "grouped" onto the appropriate DD 117. Cashiers are responsible for recording the individual transaction under the appropriate form designation. Failure to do so, might result in an uncollectable Local payment resulting in a Loss of Funds for which the cashier will be responsible for.



### LOCAL PAYMENTS - DD 1351-6 MULTIPLE PAYMENTS LIST

|      |   |              | MULTIPLE  | PAYMENT               | S LIS                             | T  |   | Page  | of  | Pages   |
|------|---|--------------|---|-----------------------|-----------------------------------|--|---|---|---|---|
| ALI  | THORITY:                                | Title 5 USO  | 5516 5517 5520  |                       |                                   | CT STATEMENT<br>4-427; and E.O. 9397   |   |   |   |   |
| -    | INCIPAL PURPOSE(S):                     |              |   |                       |                                   | or Subvoucher," to substantia  | ate claims for reimb  | oursement when  | multiple indi                                 | ividuals of an  |
|      |   | organizatio  | n are performing office<br>a payroll list.  | ial travel at the sam | e time,                           | between the same points, and   | accounting data is th   | e same. The info  | ormation colle                                | cted may also   |
| RO   | UTINE USE(S):                           | state, local | n may be furnished or<br>for verification of film<br>or foreign law enfor<br>or order in this claim | cement agencies, for  | ate and<br>by an inc<br>r investi | Vor local taxing authorities, to<br>dividual in a tax return; in additi<br>gation of and possible prosecut | comply with agreer<br>ion, release of inform<br>ion of an individual of | ments entered in<br>nation on this for<br>charged with viol | to by the Se<br>m may be ma<br>ating any law, | cretary of the<br>ade to Federal,<br>, statute, rule, |
|      | SCLOSURE:                               |              |   | mish requested info   | rmation                           | may result in total or partial der   | nial of amount claims   | d.  | OUCHER  | NUMBER  |
| 1. 1 | MILITARY PAY (M                         |              | TRAVEL ALLO   |                       |                                   | OTHER (5   |   | -   | 15120   |   |
| 0 5  | PAYROLL NUMBER                          |              | ***************************************   | WANCE (TA)            | ×                                 | OTHER (Specify) LOC  3. DATE OF COMPUT   |   |   | PAID I  | BY  |
| 2. F | PATROLL NUMBER                          | т арриса     | DIE)  |                       |                                   | 14 MA  |   | 33rd I<br>Bagra   | m, AF   |   |
|      | DRGANIZATION AND                        |              |   |                       |                                   |  |   |   | AE 09311                                      |   |
|      | l Financial Manage<br>B Finance, Afghan |              | tachment  |                       |                                   |  |   | Deev  | 8850  |   |
|      | O AE 09314                              | rotari       |   |                       |                                   |  |   | 2551  |   |   |
|      |   |              |   |                       |                                   |  |   |   |   |   |
| 5. F | PAYEE IDENTIFICATI                      | ON<br>b FIRS |   |                       |                                   | e. TRAVEL ORDER<br>OR OTHER<br>AUTHORITY   | f. AMOUNT   |   | NATURE<br>CHECK N                             | UMBER   |
| 1    | a. LAST                                 | b. FIRS      | I c. M  | d. SSN                |                                   | AUTHORITT  |   |   |   | 1   |
| 2    |   |              |   |                       |                                   |  |   |   |   | 2   |
| 3    |   |              |   |                       |                                   |  |   |   |   | 3   |
| 5    |   |              |   | _                     |                                   |  |   |   |   | 5   |
| 6    |   |              |   |                       |                                   |  |   |   |   | 6   |
| 7    |   |              |   |                       |                                   |  |   |   |   | 7 8   |
| 9    |   |              |   |                       |                                   |  |   |   |   | 9   |
| 10   |   |              |   |                       |                                   |  |   |   |   | 10  |
| 11   |   |              |   |                       |                                   |  |   |   |   | 11  |
| 13   |   |              |   |                       |                                   |  |   |   |   | 12  |
| 14   |   |              |   |                       |                                   |  |   |   |   | 14  |
| 15   |   |              |   |                       |                                   |  |   |   |   | 15  |
| 16   |   |              |   | +                     |                                   |  |   |   |   | 16  |
| 18   |   |              |   |                       |                                   |  |   |   |   | 18  |
| 19   |   |              |   |                       |                                   |  |   |   |   | 19  |
| 20   |   |              |   |                       |                                   |  |   |   |   | 20  |
| 22   |   |              |   |                       |                                   |  |   |   |   | 22  |
| 23   |   |              |   |                       |                                   |  |   |   |   | 23  |
| 24   |   |              |   |                       |                                   | PAGE TOTAL   | 0.00  |   |   | 24  |
| B. A | ACCOUNTING CLAS                         | SIFICATI     | ON.   |                       |                                   |  |   |   |   |   |
| 21 2 | 2 2010.0000 90-0000                     | ZB14M4       | 100000 4140 CA  | SUALPAY8550           | 00 P21                            | 17 000000 012120   |   |   |   | 4   |
|      |   |              |   |                       |                                   |  |   |   |   |   |
|      | PURSUANT TO AUTI                        |              |   |                       | SE ST                             | b. CERTIFYING O  |   |   |   |   |
| CE   | RTIFYING OFFIC                          | ED           |   |                       |                                   |  |   |   |   |   |

Administrative Data

Individual payments

**Accounting Citation** 

Certification



### DD 1351-6 ADMIN DATA

Service designation (this is not part of the form). It will be either marked by the DA or cashier Page number. Very important when having more than one page completely filled out for each service (think accountability)

#### Active Army Enlisted

1 of 2 MULTIPLE PAYMENTS LIST Pages Page PRIVACY ACT STATEMENT AUTHORITY: SC 5516, 5517, 5520, and 5701; Title 37 USC 404-427; and E.O. 9397 Used to supplement DD Form 1351-2, "Travel Voucher or Subvoucher," to substantiate claims for reimbursement when multiple individuals of an PRINCIPAL PURPOSE(S): organization are performing official travel at the same time, between the same points, and accounting data is the same. The information collected may also ROUTINE USE(S): Information may be furnished to an employee's state and/or local taxing authorities, to comply with agreements entered into by the Secretary of the Treasury, for verification of filing information used by an individual in a tax return; in addition, release of information on this form may be made to Federal, state, local or foreign law enforcement agencies, for investigation of and possible prosecution of an individual charged with violating any law, statute, rule regulation, or order in this claim for restitution. Voluntary; however, failure to furnish requested information may result in total or partial denial of amount claimed D.O. VOUCHER NUMBER TYPE OF PAYMENT (Check applicable) 151200 **Local Pay** OTHER (Specify) MILITARY PAY (MP) PAID BY 3. DATE OF COMPUTED PAYMENT 14 Mar \*\* 2. PAYROLL NUMBER (If applicable) 33rd FMSU Bagram, AF 4. ORGANIZATION AND STATION APO AE 09311 3<sup>rd</sup> Financial Management Support Detachment DSSN FOB Finance, Afghanistan 8850 APO AE 09314

Voucher
numbers are
assigned by
DDS or a
manual voucher
log (DD 2659).
The voucher
number used on
a particular DD
1351-6, must
mirror the DD
1351-6 and DD
117 created by

Local Finance Unit Information and address

Date payments were made.

FMSU information and DSSN (Disbursing Station Symbol Number)

### DD 1351-6 INDIVIDUAL TRANSACTIONS

Name of individual receiving the Casual Pay (check ID Card)

CE TO SOLO

SSN number (verify signed DA 2142 from Milpay).

Illegible SSN's can result in a loss of funds

Amount of Casual Payment Customer signature.
Failure to obtain this signature will result in a loss of funds.

| 5. P | AYEE INDE | NTIFICATIO | N     |             | e. UNIT | f. AMOUNT | g. SIGNATURE                             |   |
|------|-----------|------------|-------|-------------|---------|-----------|--|---|
| Ž.   | a. LAST   | b. FIRST   | c. MI | d. SSN      |         |           | OR CHECK NUMBER                          | 3 |
| 10   | bugh,     | John       | P.    | 123-45-6789 |         | \$200.00  | 102 -                                    | 1 |
| 2/   | aldez,    | Juan       | J.    | 987-65-4321 |         | \$150.00  | CACA-CA-CA-CA-CA-CA-CA-CA-CA-CA-CA-CA-CA | 2 |
| 35   | tonowitz  | z, Cala    | T.    | 564-65-1212 | 2       | \$150.00  | 4 GH29 —                                 | 3 |
| 4    |           |            |       |             |         |           |  | 4 |
| , E  | 10//      |            |       |             |         |           |  | Б |

All information in each line must be filled out prior to disbursing the money. Request, the soldier's ID card, and DA 2142 signed off by Milpay, record the data, have customer sign then disburse. Never allow the customer to complete his own data in order to avoid illegible data or attemptive fraud.

| 10 | *****           |            |      |      | Cash            | ier | must       |
|----|-----------------|------------|------|------|-----------------|-----|------------|
| 11 | *******         |            |      |      | circle          | and | initial    |
| 12 |                 |            | 7    | 5    | t               | oťa |            |
| 13 |                 |            |      |      |                 | 19  | EAST TO SE |
| 14 | Dollar value of |            |      |      |                 | 20  |            |
| 15 | sheet           |            |      |      | บ<br> <br> <br> | 21  |            |
| 30 | 511000          | PAGE TOTAL | \$50 | 0.00 | ) J.J.          | ·   |            |



### DD 1351-6 ACCOUNTING CITATATION AND CERTIFICATION

All Accounting Citations will be obtained from the DA Pam 37-100. It is the DA's responsibility to obtain the appropriate lines for the individual services. The DA must obtain these lines from HQ Disbursing and is responsible for the cashiers having the appropriate and most up to date data.

6. ACCOUNTING CLASSIFICATION

21 2 2010.0000 90-0000 ZB14M400000 4140 CASUALPAY88500 4140 P217 000000 012120 \$

- 7. PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THESE STATEMENTS ARE CORRECT AND PROPER
- a. NAME AND TITLE OF CERTIFYING OFFICER (Please type)

b. CERTIFYING OFFICER (Signature)

Joe Dirt, SSG, Certifier



DD FORM 1351-6, JUN 93

Replaces DD Forms 115 (MAY 74), 1351-1 (SEP 61), and 351-6 (NOV 64), which may be used until DEC 31, 1993.

Reset

Adobe Professional 7.0

Name and title of the Certifier Signature of Certifier (must be on certifying orders)

# LOCAL PAYMENT - DD 117 MILITARY PAY VOUCHER

DD 117s are required to consolidate multiple DD 1351-6s sheets. The DD 1351-6s attached to an individual DD 117 must be for the same component (i.e., Active, Reserve), branch (i.e., Army Marines) and grade (i.e., officer or enlisted). Since all the DD 1351-6s meet the same criteria at this point, they would be processed against a single default line of accounting. Although possible to have more than one line of accounting on a DD 117, it is strongly discouraged since it will cause unnecessary imbalances in the MAFR report.

The attached DD 1351-6s will share the same voucher number as the DD 117. The total of the DD 117 must equal to the addition of all DD 1351-6 totals.



DD FORWLTT7, SEP 77

### LOCAL PAYMENTS - DD 117 MILITARY PAY VOUCHER

| ARMY                   | 1               | MILITAR        | Y PAY VOUCHER         | l              |             |          | 151200               |
|------------------------|-----------------|----------------|-----------------------|----------------|-------------|----------|----------------------|
| 7.11.11                | IDI             | ENTIFICATIO    | N AND CERTIFIC        | ATION          |             |          |                      |
| 3. ATTACHMENT          |                 | TION AND LOCA  |                       |                | 5.          | PAYROL   | L NUMBER             |
| 2                      |                 | Anagement Deta | achment               |                |             |          |                      |
| Pages                  | FOB Finance, .  | Afghanistan    |                       |                |             |          |                      |
| 6. PURPOSE OF PAYMENT  |                 |                |                       |                |             |          |                      |
|                        |                 |                |                       |                |             | 7. PAID  | BY                   |
| •                      |                 |                |                       |                |             | 33rd F1  | ИCo                  |
| SEE ATT                | ACHED           |                |                       |                |             | Bagran   | ı, AF                |
|                        |                 |                |                       |                |             | APO A    | E 09311              |
|                        |                 |                |                       |                |             |          |                      |
|                        |                 |                |                       |                |             | DSSN     | 8850                 |
| _                      |                 |                |                       |                | _           |          |                      |
| •                      |                 |                |                       |                | •           |          |                      |
|                        |                 |                |                       |                |             |          |                      |
| I CEDITIEV 41:         |                 |                | or payment from th    |                |             |          | (Brief Stamp)        |
| 8. TYPED NAME OF DISB  |                 |                | 9. DSSN               |                |             |          | OFFICER OR DEPUTY    |
| OMAR S. TYSON          | onomia or ricer |                | 8850                  | io. SidnATU    | in or bi    | ODOMONY  | 2 GITICEN ON DEL OIT |
| As Agent Officer to    | the above Dis   | hursing Office | r I CERTIEV the a     | mounts show    | n on th     | e attach | ed money lists       |
| have been paid by m    | e to members    | listed thereon | after proper identifi | cation.        |             | c attaon | ed money note        |
| 11. SIGNATURE OF AGENT | OFFICER         |                |                       |                |             | 12. DAT  |                      |
|                        |                 |                |                       |                |             |          | 14 Mar **            |
|                        |                 |                | OF MIATION CHAI       | IOEO           |             |          |                      |
| 13.                    |                 | APPROPRIAT     | ION                   |                |             | 14.      | AMOUNT<br>500.00     |
|                        |                 |                |                       |                |             |          |                      |
| 15. PREPARED BY        |                 | 16. REVIEWED   | BY                    | 17.            |             |          |                      |
| CASHIER                |                 | CERTIFIER      |                       | TO             | OTAL        | \$       | 500.00               |
| CHOITER                |                 |                | DAVMENT DATA          |                |             |          |                      |
|                        | 18. AMOUNT      |                | PAID BY CHECK N       | JMBERS         | ·           |          | ì                    |
| CHECK PAYMENT          |                 | "              |                       |                |             |          |                      |
| 2.1EGN 17.1MEM1        | 1               |                |                       | то             |             |          | INCL                 |
|                        | 20. AMOUNT      | 21             | ı. I acknowledge re   | ceipt of cash  | paymen      | t in amo | unt stated.          |
| CACH BA::::            |                 |                |                       |                |             |          |                      |
| CASH PAYMENT           |                 |                |                       |                |             |          |                      |
|                        |                 |                | SIGNATURE OF PA       | VEE /For so in | discident o | ach cave | enti                 |

**Administrative Data** 

Disbursing Agent verification

Accounting Citation and Cashier/Certifier verification

Individual payment data



### DD 117 - ADMIN DATA

Branch of Service

Count of DD 1351-6s attached to DD 117

Voucher numbers are assigned from the manual voucher log or DDS (DD 2659). The totals and administrative data must match the attached DD 1351-6s.

| 1. DEPARTMENT ARMY                      | MILITARY   | Y PAY Your unit informat   | ion      | VOUCHER NUMBER<br>151200                     |
|---|--|--|----------|--|
|   | IDENTIFICATIO  | N AND CERTIFICATION  |          |  |
| 3. ATTACHMENT  2 Pages                  | ORGANIZATION AND LOCA     3rd Financial Management Deta     FOB Finance, Afghanistan |  | 5. 1     | Location and DSSN or                         |
| 6. PURPOSE OF PAYMENT<br>LOCAL PAYMENTS |  | Local Payments   |          | FMSU that you fall under                     |
| TO:  SEE ATT                            | ACHED  | Name of payee if DI<br>117 is used for a sing<br>payment. (See<br>Attached when usin<br>DD 1351-6) | o<br>gle | 33rd FMCo Bagram, AF APO AE 09311  DSSN 8850 |
|   |  |  |          | (Brief Stamp)                                |



Disbursing Officer's name and title

**DSSN** 

| I CERTIFY this voucher is correct and proper f  | or payment from th    | e appropriation and/or fund indicated below.  |
|---|-----------------------|---|
| 8. TYPED NAME OF DISBURSING OFFICER   | 9. DSSN               | 10. SIGNATURE OF DISBURSING OFFICER OR DEPUTY |
| OMAR S. TYSON   | 8850                  |   |
| As Agent Officer to the above Disbursing Office have been paid by me to members listed thereon: |                       |   |
| have been paid by the to members listed thereon.  | arter proper identili | cation.                                       |
| 11. SIGNATURE OF AGENT OFFICER  | arter proper identifi | 12. DATE PAID                                 |

Signature of Disbursing Agent

Current Business date

# DD 117 ACCOUNTING CLASSIFICATION CASHIER/CERTIFIER VERIFICATION

Default accounting citation for the applicable Subtotal branch, component and grade. APPROPRIATION CHARGES 13. 14. AMOUNT APPROPRIATION 500 00 21 2 2010 0000 90-0000 ZB14M400000 4140 CASUALPAY88500 P217 000000 012120 Name and initials Name and initials DD 117 total of Cashier (addition of all of Certifier attached DD 1351-6s) 17. 15. PREPARED BY J.5. 500.0 TOTAL CASHIER



### DD 117 - INDIVIDUAL PAYMENT DATA

Portion not used in normal contingency Disbursing operations

|               |            | PAYMENT DATA  |
|---------------|------------|---|
|               | 18. AMOUNT | 19. PAID BY CHECK NUMBERS                                   |
| CHECK PAYMENT |            | TOINCL  |
|               | 20. AMOUNT | 21. I acknowledge receipt of cash payment in amount stated. |
| CASH PAYMENT  |            |   |
|               |            | SIGNATURE OF PAYEE (For an individual cash payment)         |



### Paid DD 135

**ACTIVE MARINE OFFI** 

**ACTIVE ARMY ENLIST** 

ACTIVE ARMY ENLIST

#### **ACTIVE ARMY ENLIST**

AND TIPLE PANAGENTO LICE

#### ACTIVE AIR FORCE ENL

|      |   |                               | MULTIPLE   | PAYMENT                                    | S LIS             | Т   |
|------|---|-------------------------------|--|--|-------------------|---|
| AU   | JTHORITY:   | Title 5 USC                   | 5516, 5517, 5520,  |  |                   | CT STATEMENT<br>4-427; and E.O. 9397                          |
| PRI  | INCIPAL PURPOSE(S):                                 | Used to su<br>organization    | pplement DD Form<br>are performing office<br>a payroll list. | 1951-2, "Travel V<br>al travel at the sam  | oucher<br>e time, | or Subvoucher," to subst<br>between the same points, a        |
| 200  | OUTINE USE(S):                                      | Information                   | may be furnished to  | an employee's st                           | ate and           | for local taxing authorities                                  |
| -    | orne oseis.   | Treasury, fir<br>state, local |  | information used be<br>ement agencies, for |                   | dividual in a tax return; in a<br>gation of and possible pros |
| 1. 1 | SCLOSURE:<br>TYPE OF PAYMENT                        | Voluntary: I                  | however, failure to fu                                       | mish requested info                        | rmation           | may result in total or partia                                 |
|      | MILITARY PAY (A                                     |                               | TRAVEL ALLO  | VANCE (TA)                                 | ×                 | OTHER (Specify) I   |
| 2 8  | PAYROLL NUMBER                                      | (If applica)                  | n/e/   |  |                   | 3. DATE OF COMP   |
|      | ATTIOLE NOMBER                                      | in applicat                   | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,                      |  |                   | 141   |
| FO   | f Financial Manag<br>B Finance, Afgha<br>O AE 09314 |                               | tachment   |  |                   |   |
| 5. F | PAYEE IDENTIFICAT                                   |                               |  |  |                   | e. TRAVEL ORDE<br>OR OTHER<br>AUTHORITY                       |
| 1    | a. LAST   | b. FIRST                      | e. MI  | d. SSN                                     | _                 | AUTHORITY   |
| 2    |   |                               |  |  | _                 |   |
| 3    |   |                               |  |  |                   |   |
| 4    |   |                               |  |  | į                 |   |
| 5    |   |                               |  |  |                   |   |
| 6    |   |                               |  |  |                   |   |
| 7    |   |                               |  |  | _                 |   |
| 9    |   |                               |  | -  | _                 |   |
| 10   |   |                               |  |  |                   |   |
| 11   |   |                               |  |  |                   |   |
| 12   |   |                               |  |  |                   |   |
| 13   |   |                               |  |  |                   |   |
| 14   |   |                               |  |  |                   |   |
| 16   |   |                               |  |  | _                 |   |
| 17   |   |                               |  | -  | _                 |   |
| 18   |   |                               |  |  |                   |   |
| 19   |   |                               |  |  |                   |   |
| 20   |   |                               |  |  |                   |   |
| 21   |   |                               |  |  |                   |   |
| 22   |   |                               |  |  |                   |   |
| 23   |   |                               |  |  |                   |   |
| -    |   |                               |  |  |                   | PAGE TOTAL  |
| 3. 4 | ACCOUNTING CLAS                                     | SSIFICATIO                    | ON   |  |                   |   |
|      | 2 3500.0000 00-000                                  | 0 0000000                     | 0000 0000 CAST   | JALPAY88500                                | W01               | 8 000000 525725   |
| 5/ 2 |   |                               |  |  |                   | ATTMENTS ARE COL  |
| 7. F | PURSUANT TO AUT                                     |                               |  |  | SE STA            |   |
| 7. F | PURSUANT TO AUT                                     |                               |  |  | SE ST             | b. CERTIFYING   |

| . DEPARTMENT             |   |   | -                    | 2. VOUCHER     | NUMBER  |
|--------------------------|---|---|----------------------|----------------|---|
| MARINES                  | -   | LITARY PAY VOUCHE   | 200                  | 1              | 51400   |
|                          |   | CATION AND CERTIFI  | CATION               | T              |   |
| ATTACHMENT               | <ol> <li>ORGANIZATION AN<br/>3rd Financial Managen</li> </ol> |   |                      | 5. PAYROLL N   | UMBER   |
| 1 Pages                  | FOB Finance, Afghanis   |   |                      |                |   |
| PURPOSE OF PAYMEN        |   |   |                      |                |   |
| OCAL PAYMENTS            |   |   |                      |                |   |
|                          |   |   |                      | 7. PAID BY     |   |
|                          |   |   | 2210                 | 33rd FMC       | ,   |
| SEE AT                   | TACHED  |   |                      | Bagram, A      |   |
| TO:                      |   |   |                      | APO AE 0       |   |
|                          |   |   |                      | AFO AE 0       | 9311  |
|                          |   |   |                      | DSSN 8         | 050   |
|                          |   |   |                      | DSSN 8         | 830   |
|                          |   |   |                      |                |   |
|                          |   |   |                      |                |   |
|                          |   |   |                      | 1E             | Rrief Stamp)  |
| I CERTIFY this v         | oucher is correct and r                                       | proper for payment from   | the appropriation a  | 193            |   |
| . TYPED NAME OF DIS      |   | 9. DSSN   | 10. SIGNATURE O      |                |   |
| MAR S. TYSON             |   | 8850  |                      |                |   |
| As Agent Officer to      | the above Disbursing  | Officer, I CERTIFY the  | amounts shown or     | n the attached | money lists   |
| have been paid by r      | me to members listed the                                      | hereon after proper ident   | ification.           | 4              | 3000 DE 2000 DE |
| . SIGNATURE OF AGEN      | T OFFICER   |   |                      | 12. DATE P     |   |
|                          |   | A DED CORP. A TICK OU   |                      |                | 4 Mar **  |
|                          |   | APPROPRIATION CHA   | ARGES                | ( e.e.         | AMOUNT  |
| 3.                       | APPE  | ROPRIATION  |                      | 14.            | 500.00  |
|                          |   |   |                      |                |   |
|                          |   |   | e Active<br>of accou |                | er  |
| 5 PREPARED BY            | 16. RE  |   |                      |                | er  |
|                          |   | line o  | of accou             | unting         |   |
| 5. PREPARED BY<br>ASHIER | 16. RE<br>CERTI   | line o  | of accou             | unting         | 500.00  |
|                          | CERTI   | VIEWED BY  FIER  PAYMENT DATA   | of accou             | unting         |   |
| ASHIER                   |   | line o  | of accou             | unting         |   |
|                          | CERTI   | VIEWED BY  FIER  PAYMENT DATA   | of accou             | unting         | 500.00  |
| ASHIER                   | CERTI   | VIEWED BY  FIER  PAYMENT DATA  19. PAID BY CHECK                      | 17. TOTAL            | unting         | 500.00  |
| ASHIER                   | CERTI   | VIEWED BY  FIER  PAYMENT DATA   | 17. TOTAL            | unting         | 500.00  |
| ASHIER                   | CERTI   | VIEWED BY  FIER  PAYMENT DATA  19. PAID BY CHECK                      | 17. TOTAL            | unting         | 500.00  |
| ASHIER  CHECK PAYMENT    | CERTI   | VIEWED BY  FIER  PAYMENT DATA  19. PAID BY CHECK I  21. I acknowledge | 17. TOTAL            | s s            | 500.00 INCL stated.   |

### PLE

#### ctive Army Enlisted

35

### DISBURSEMENTS - LEGAL CLAIMS

Legal Claims are prepared and paid in order to reimburse non-military personnel for damage to their property during U.S. Forces combat operations. These payments must always be recorded and paid using an SF 1034.

Legal payments are dictated by the local Legal office. They determine and Certify the amount to be paid. The Legal office OIC (individual signing and Certifying the payment) has to be on Certifier orders in order to certify a payment. Finance will never certify a Legal Payment. A copy of the orders and DD 577 must be kept on record at all times.

## DISBURSEMENTS - CONTRACT PAYMENTS

Contract Payments are prepared and paid in order to pay for goods or services not obtainable through normal Army supply channels. These payments must always be recorded and paid using an SF 1034.

Contract payments are dictated by the documentation received from the Contracting, Resource Management and Commercial Vendor Services offices. These payments must be prepared and certified by CVS personnel but disbursing personnel must be extremely familiar with them in order to properly pay them.



# SF 1034 - CONTRACT PAYMENTS OR LEGAL CLAIMS

| Standard Form 1034                                | 4                            | BB. 10 1/01   |  |   |  |   | VOUCHER NO.            | 127 NGC/45   |  |
|---|------------------------------|---|--|---|--|---|------------------------|--|--|
| Revised October 196<br>Department of the T        | 67                           | PUBLIC VOU  | CHER FOR   | PURCH   | ASES A                                     | ND                                      |                        | A DOMESTIC   |  |
| 1 frm 4-2000<br>1004-121                          | ,                            | SERVICES  | OTHER TH   | AN PER  | SONAL                                      |   |                        | VIET-1885  |  |
|   | URSAU, OR ESTA               | ABLISHMENT AND LOCATION   | DATEVOUS   | HER PREPARED                                  |  |   | SCHEDULE NO.           | I I SHOULD   |  |
| 0.0.00.00.00.00.00.00.00                          |                              |   |  |   |  |   |                        | USER   |  |
|   |                              |   | CONTRACT   | NUMBER AND D                                  | ATE  |   | PAID BY                | 737  |  |
|   |                              |   |  |   |  |   |                        |  | COURSES CONTRACTOR OF THE PARTY |
|   |                              |   | REQUISITIO   | ONA REBONUN PA                                | DATE                                       |   |                        | Λ.   | desimilates time Da  |
|   |                              |   |  |   |  |   |                        | A(   | dministrative Da   |
|   |                              |   | <u> </u>   |   |  |   |                        |  |  |
|   |                              |   |  |   | $\neg$                                     |   |                        |  |  |
| DAVEETA   | ı                            |   |  |   | - 1  |   |                        | No. of the last  |  |
| PAYEE'8<br>NAME                                   |                              |   |  |   |  |   | DATE INVOICE RECEIVED  | 5,000,000  |  |
| AND   |                              |   |  |   |  |   |                        | AV452/1550   |  |
| ADDRESS   |                              |   |  |   |  |   | DISCOUNT TERMS         | 03/4/28/5185   | 교육을 되었다. [6.7] 전 10 10 10 10 10 10 10 10 10 10 10 10 10  |
|   |                              |   |  |   |  |   |                        | F16307   |  |
|   |                              |   |  |   |  |   | PAYEE'S ACCOUNT NUMBER | 600  |  |
| SHEPED FROM                                       |                              | 10  |  |   | WEIGHT                                     |   | GOVERNMENT DL NUMBER   |  |  |
| SHPPEDPHON  |                              | 10  |  |   | WEIGHT                                     |   | GOVERNMENT BE NOWBER   |  |  |
| NUMBER  | DATE OF                      | ARTICLES  | OR SERVICES  | . 00  | U  | NT PRICE                                | AMOUNT                 | 11)0   | scription of goo   |
| AND DATE<br>OF ORDER                              | OR SERVICE                   | (Einler description, fem name<br>achecide, and other info                               | er of contract or Federal supp<br>resilion decreed necessary)    | PW TI   |  | PER                                     | (1)                    |  | scription or goo   |
| 0.0.00  | 0                            |   |  |   | COGI                                       | Pan                                     |                        |  |  |
|   |                              |   |  |   |  | 1                                       |                        |  | or services  |
|   |                              |   |  |   |  |   |                        |  | 0. 55. 1.555   |
|   |                              |   |  |   |  | 1                                       |                        |  |  |
|   |                              |   |  |   |  |   |                        | 2000 A   |  |
|   |                              |   |  |   |  |   |                        |  |  |
|   |                              |   |  |   |  | 1                                       |                        | 120100   |  |
|   |                              |   |  |   |  | 1                                       |                        | 200  |  |
|   |                              |   |  |   |  | 1                                       |                        |  |  |
|   |                              |   |  |   |  |   |                        |  | Market Control of the |
|   |                              |   |  |   |  |   |                        | Pa   | yment calculation  |
| (Use continuation sheet)                          | х) и песичасу)               | (Payee must NO  |  | e below)                                      |  | TOTA                                    | L                      | I G  | yrriche carcarach  |
| PROVISIONAL                                       | APPROVE                      |   | EXCHANGE RATE  | DIE   | FERENCES                                   |   |                        | 100000000000000000000000000000000000000  |  |
| COMPLETE  | -                            | -\$   |  | <b>-</b> \$1.00                               |  |   |                        | and  | payment grand  |
| PARTIAL   | BY 2                         |   |  | <b>⊢</b>                                      |  |   | +                      | arra   | payment grana  |
| FINAL   |                              |   |  | 4   | nount verified; con                        | rect for congress                       |                        | II.  |  |
| PROGRESS  | TITLE                        |   |  |   | nature or Initi                            |   |                        | 65 B   |  |
| ADVANCE   |                              |   |  | ,   |  |   |                        | N. Salahara  |  |
| Pursuant to author                                | by vested in m               | e. I certify that this voucher is o   | orrect and owner for o   | avment  |  |   |                        | 0.510171   |  |
|   |                              |   |  |   |  |   |                        |  |  |
| (Date)  |                              | (Authorized Certifyin)  |  |   |  | (Title)                                 |                        |  |  |
|   |                              | ۸   | CCOUNTING CLASS  | IFICATION                                     |  |   |                        |  |  |
|   |                              |   |  |   |  |   |                        |  |  |
|   |                              |   |  |   |  |   |                        | Day  | mont cortificati   |
|   |                              |   |  |   |  |   |                        | <b>Pav</b>   | ment certification   |
| P CHECK NUM                                       | MBER (                       | ON TREASURER OF THE U   | NITED STATES CH  | HECK NUMBE                                    | R  | ON (Na                                  | me of bank)            | THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NA |  |
| Ď OASU  |                              |   |  |   |  |   |                        | 30   | counting data a  |
| B s   |                              | DATE  | PA   | YYEE 3  |  |   |                        | ac   | counting data a  |
| 1 When stated in foreign                          | conserve basel o             | are of currency   |  |   |  | FOR                                     |                        | 7 Den 20   |  |
| 2 if the ability to certify a                     | nd authority to app          | rove are combined in one person, one r  | ignature only is necessary; of                                   | harvise the                                   |  |   |                        | r  | payment methor   |
| 3 When a voucher is rec                           | sipled in the name           | orided, over his official title.<br>of a company or corporation, the name               | of the person writing the com                                    | pany or corporate                             |  | TITLE                                   |                        |  | Jayment metho  |
| name, as well as the co<br>"Treasurer", as the ca | specity in which has may be. | e signe, must appear. For example: "It  | ohn Doe Company, per John !                                      | Smith, Secretary,                             | а  |   |                        |  | SAME SAME AND SAME OF THE SAME SAME  |
| Previous edition us                               | able                         |   |  |   |  |   | N8N 7540-00-900-2234   | 200  |  |
|   | The letters of the           | annual of an III's from hour to a con-  | PRIVACY ACT STAT   |   |  | erine Badas i                           |                        | P.CHA  |  |
|   | The information              | n requested on this form is required and<br>n requested is to identify the perficular o | er and provisions of 31 U.S.C.<br>reditor and the amounts to be: | paid and 62c, for the<br>paid. Failure to fur | e purpose of dista<br>rish this informatic | arang Federal na<br>on will hinder disc | tharps                 | 22.77  |  |
|   | of the payment               | otilgidan.  |  |   |  |   |                        | 10112 CH   |  |



### SF 1034 - ADMINISTRATIVE DATA

#### Date prepared Purchase Request and **Finance Unit** Commitment (PR&C-DD making the Legal claim- Claim 3953) number. Contracts payment number only Contract- Purchase VOUCHER NO. PUBLICATION FOR PURCHASES AND Voucher Revised October 1967 Department of the Treasury numbers are SERVICES OTHER THAN PERSONAL 210641 1 TFM 4-2000 assigned by U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DATE VOUCHER PREPARED SCHEDULE NO. DDS or a 14 MAR \*\*\*\* DEPARTMENT OF THE ARMY manual voucher CONTRACT NUMBER AND DATE PAID BY 3rd FMSD DABT51-07-4254 log (DD 2659). 33rd FMSU FOB Finance, Afghanistan REQUISITION NUMBER AND DATE Bagram, AF APO AE 09314 W9115RK1230012 APO AE **FMSU** 09311 information HASSAN BABAR and DSSN DATE INVOICE RECEIVED PAYEE'S NAME Cinder Block Co. (Disbursing 8850 AND Station ADDRESS DISCOUNT TERMS Bagram, Afghanistan Symbol PAYEE'S ACCOUNT NUMBER Number) SHIPPED FROM то **SOVERNMENT B/L NUMBER** WEIGHT

PAYEE information (verify ID)

he SF 1034 will be completed before the cashier receives it. A cashier hould be100% familiar with the documents he/she pays. Knowing if a payment legitimate is wise. Question the incorrect... Trust but verify!



## SF 1034 DESCRIPTION OF GOODS OR SERVICES - LEGAL CLAIM

Claim number and date processed Description of items to be paid for due to combat operations.

Quantities and prices of goods or services

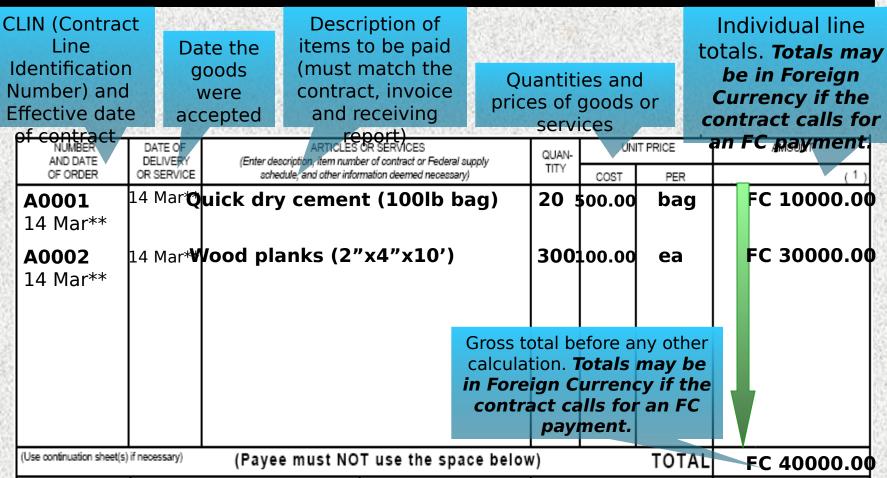
Individual line
totals. Totals may
be in Foreign
Currency if Legal
calls for an FC

| NUMBER<br>AND DATE        | DATE OF<br>DELIVERY | ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply | QUAN-                        | UN               | IT PRICE                                | payment.     |
|---------------------------|---------------------|--|------------------------------|------------------|---|--------------|
| OF ORDER                  | OR SERVICE          | schedule, and other information deemed necessary)                                  | TITY                         | COST             | PER                                     |              |
| <b>SP003 46</b> 14 Mar**  | 14<br>Mar**         | Accidental shooting of half dead family dog (25% depreciation)                     | 1                            | 200.<br>00       | e<br>a                                  | FC<br>200 00 |
|                           |                     | calcul<br><b>in F</b>  | lation.<br>ioreigi<br>gal ca | Totals<br>n Curr | any other<br>may be<br>ency if<br>an FC |              |
| Use continuation sheet(s) | if necessary)       | (Payee must NOT use the space belo   | w)                           |                  | TOTAL                                   | FC           |

An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.



## SF 1034 DESCRIPTION OF GOOD OR SERVICES - CONTRACT PAYMENT



An experienced and well rounded agent will verify the additions of all individual line totals. Never leave room for under or overpayment.



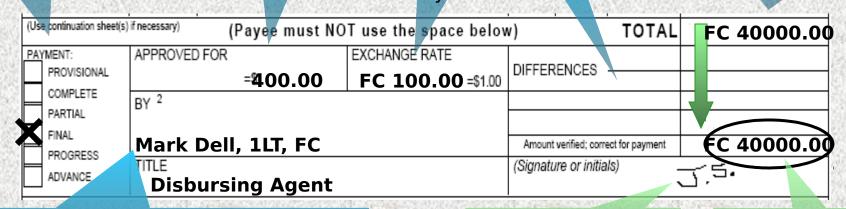
Payment type:
Legal claims are
always "Final".
Contract payments
could be either
partial or final.

US Dollar value of payment

Exchange rate if the payment is made in foreign currency

Discounts or interest Gross total before any other calculation.

Totals may be in Foreign Currency if the contract calls for an FC payment.



Contract Pmt- DA information Legal Claim- Legal OIC

information

Cashier must circle and initial total

Total paid.
Foreign
Currency
or Dollars

mount Verified Correct For + Exchange Rate = Approved For Dollars

The agent must verify the math. Failure to do so will result in over or underpayment.

# SF 1034 PAYMENT CERTIFICATION AND ACCOUNTING DATA

## Only personnel with Certifying Orders may sign this block

| Pursuant to authority vested i   | n me, I certify ti   | for payment.                          |                   |  |  |  |  |
|--|--|---------------------------------------|-------------------|--|--|--|--|
| .4 Mar***  | Joe Dily 550   | Cert                                  | tifier            |  |  |  |  |
| (Date)   | (Authorized Certifying Officer)  |                                       | (Title)           |  |  |  |  |
|  | ACCOUNTING CL  | ASSIFICATION                          |                   |  |  |  |  |
| 20 22-0204 P436  | 6099.22-4200 VIRQ F9206 AP   | C: 9204 S99999                        | \$400.00          |  |  |  |  |
|  |  |                                       |                   |  |  |  |  |
| Accounting Cita  | ation and total paid: Claims- Lega   | al will                               |                   |  |  |  |  |
|  | provide  |                                       |                   |  |  |  |  |
| Contract- M  | ust be same as contract and PR&<br>ON TREASURER OF THE UNITED STATES                                       | COULCK NUMBER                         | ON (Name of hank) |  |  |  |  |
| P CHECK NUMBER   | ON TREASURER OF THE UNITED STATES  | CHECK NUMBER                          | ON (Name of bank) |  |  |  |  |
| CASH   | DATE   | PAYEE 3                               | ~ ~               |  |  |  |  |
| E  | 4 March****  | A A A A A A A A A A A A A A A A A A A | <b>-</b>          |  |  |  |  |
| 1 When stated in foreign currency, ins   |  | <u> </u>                              | FOR               |  |  |  |  |
|  | approve are combined in one person, one signature only is process.<br>e provided, over his official title. | ary; otherwise the                    |                   |  |  |  |  |
|  | name of a company or corporation, the name of the personny of the  | e company or corporate                | TITLE             |  |  |  |  |
| The second secon | ch he signs, must appear. For example: "John Doe   | John Smith, Secretary", or            |                   |  |  |  |  |

Complete if payment was made by treasury check

Complete if payment was made by cash

Must obtain signature from payee. Failure to do so could result in a loss of

Must Equal "Approved For" Block

# COLLECTIONS

A collection is a transaction that <u>increases</u> **CASH** or negotiable instrument accountability. Once the cashier takes in the collection, his/her accountability will go up thus making the cashier responsible to report the increase during return. Examples of collections:

**SDP- Savings Deposit program** (DD 1131)

**AAFES** deposit (DD 1131) - (Rare circumstances)

Postal deposit (DD 1131) - (Rare circumstances)

Money found and turned in to Finance (DD 1131)

**Statement of Charges** (DD 362)

Most AAFES and Postal transactions are currently processed via the SVC Deposit Card. Although this is the case, the cashier might still be required to know how to process a manual transaction in case the SVC device is inoperable or a remote location is being serviced during a FMST mission.

Do not process a deposit to an SVC card and an 1131 for the same transaction in DDS

# SDP (SAVINGS DEPOSIT PROGRAM) COLLECTIONS Members who are on a permanent duty assignment

outside the United States, or its possessions, can deposit their unallotted current pay and allowances. Amounts up to \$10,000.00 could be deposited with interest accrual at the rate of 10 percent per year compounded quarterly. Members entitled to participate in the program may deposit amounts of \$5.00 or more, in multiples of \$5.00, at any finance office.

Prepare a **DD Form 1131**, Cash Collection Voucher for any member making a cash, SVC or check deposit. If a member desires to make deposits via allotment, have them see the Military Pay section to complete a DD Form 2558. Reserve Component members are not authorized to setup allotments.

## DD 1131 - CASH COLLECTION VOUCHER

|               |  | DISBURSING OFFICE COLL           | ECTION VOUCHER NO.                  |                        |
|---------------|--|----------------------------------|-------------------------------------|------------------------|
|               | CASH COLLECTION VOUCHER  | RECEIVING OFFICE COLLE           | CTION VOUCHER NO.                   |                        |
| ACTIV         | VITY (Name and location) (Include ZIP Code)                              |                                  |                                     |                        |
| RECEI         | IVED AND FORWARDED BY (Printed name, title and signature                 | )                                | DATE                                | Administrative         |
| ACTIV         | VITY (Name and location) (Include ZIP Code)                              |                                  |                                     | Data Data              |
| DISBU         | URSING OFFICER (Printed name, title and signature)                       | DISBURSING STATION<br>SYMBOL NO. | DATE RECEIVED SUBJECT<br>COLLECTION |                        |
|               | PERIOD: FROM   | TO                               |                                     |                        |
| DATE<br>REC'D | NAME OF RBMITTER DETAILED DES<br>DESCRIPTION OF RBMITTANCE COLLECTIONS W | RWHICH AMOUNT                    | ACCOUNTING<br>CLASSIFICATION        |                        |
|               |  |                                  |                                     | Individual Collections |
|               |  |                                  |                                     |                        |
|               |  |                                  |                                     |                        |
|               |  |                                  |                                     |                        |
|               |  |                                  |                                     |                        |
|               |  |                                  |                                     |                        |
|               |  |                                  |                                     |                        |
|               |  |                                  |                                     | <b>一个</b>              |
|               |  | TOTAL                            |                                     | Voucher total 46       |



Disburg

signature required by DFAS

contingency voucher data

standards).

### DD 1131 - ADMIN DATA

Receiving office blocks used for FMST Cashier

#### Local Disbursing office data

Voucher numbers are assigned by DDS or a manual voucher log (DD 2659).

Date collection was

taken in

|   | 2. RECEIVING OFFICE COLLECTION    | N VOUCHER NUMBER                       |
|---|-----------------------------------|--|
| 3. RECEIVING OFFICE   |                                   |  |
| a. ACTIVITY (Name and Location) (Include ZIP Code)                      |                                   |  |
| 3 <sup>rd</sup> FMSD FOB Finance, Afghanistar                           | n APO AE 09314 <b>FMST</b>        |  |
| b. RECEIVED AND FORWARDED BY (Printed Name, Title                       | le and Signature)                 | d. DATE (YYYYMMDD)                     |
| SPC HECTOR CARRILLO   | HECTOR CARRILLO                   |  |
| FMST CASHIER  | HECTOR CARRILLO                   | '                                      |
| c. TELEPHONE NUMBER (Include Area Code):                                |                                   | $\Box$ 14 Mar ****                     |
| COMMERCIAL:   | DSN:                              |  |
| 4. DISBURSING OFFICE a. ACTIVITY (Name and Location) (Include ZIP Code) |                                   |  |
|   |                                   |  |
| 3 <sup>rd</sup> Financial Management Detachm                            | nent FOB Finance, Afghanistan APO | AE 09314 FMST                          |
| b. DISBURSING OFFICER (Printed Name, Title and Sign<br>OMAR S. TYSON    | ature)                            | d. DISBURSING STATION<br>SYMBOL NUMBER |
| MAI, FC   |                                   |  |
| Disbursing Officer  | ~~~                               | *   8850                               |
|   | •                                 | 14 Mar ***                             |
| TELEPHONE NUMBER (Include Area Code):                                   |                                   |  |



Business date

Customer
Information. The
cashier must
complete.

Description of collection

Amount of collection

Accounting
citation for each
specific
branch/componen

|               | PERIOD:   | FROM   | ТО          |  |
|---------------|---|--|-------------|--|
| DATE<br>RBC'D | NAME OF REMITTER<br>DESCRIPTION OF REMITTANC              | DETAILED DESCRIPTION PURPOSE FOR WHICH COLLECTIONS WERE RECE | AMOUNT      | ACCOUNTING<br>CLASSIFICATION   |
| 14Mar**       | SDP HARRY, DIRTY C. 123-45-6789  O3 ARMY ACTIVE Signature | SDP DEPOSIT<br>CHK #143<br>14 Mar **                         | 0<br>0<br>S | 1X6010.0000 19<br>000 000000000000<br>000 US<br>DP8850DHA6789<br>V009 000000 01212 |

#### **Important**

- **Notes** cashier must have the Disbursing Agent sign the DD 1131 before the
- \*collectionican be done by receiving a check, SVC or cash from the
- \*CASTON HECTIONS must be
- Hepporttende customer place a copy of the DD 1131 into the "CCV
- Browide the customer with a copy of the DD 1131.



# DD 1131 - INDIVIDUAL COLLECTIONS (AAFES/POSTAL)

**Business date** 

Customer
Information. The
agent must
complete.

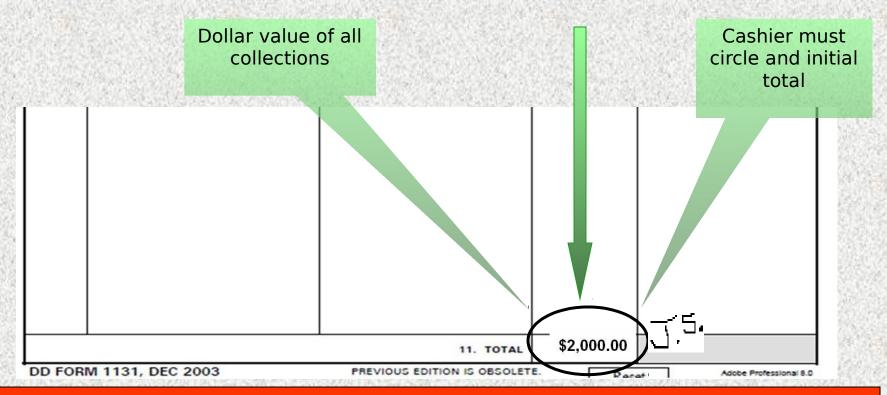
Description of collection

Amount of collection

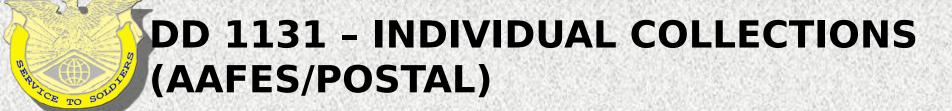
Accounting citation for all services and fiscal years

|                | PERIOD: FRO   | DM                              |   | ТО   | M. L. P. Solor Select Control |                      | No. of Contract of |
|----------------|---|---------------------------------|---|------|-------------------------------|----------------------|--|
| DATE<br>RBC' D | NAME OF REMITTER<br>DESCRIPTION OF REMITTANCE             | PURP                            | ED DESCRIPTION OF<br>POSE FOR WHICH<br>IONS WERE RECEIVED |      | MOUNT                         | CLASS                | DUNTING<br>IFICATION   |
| 14MAR**        | AAFES PX FOB Finance, Afghanistan APO AE 09314  Signature | AAFES D<br>Business<br>Of 14 Ma | _   | \$2, | 000.00 <sup>21</sup><br>S1    | X6501 00<br>2106 G10 | 000 00000<br>03  |

# DD 1131 - TOTAL



Once the cashier takes in the collection, he is fully responsible for the amount of money received. Failure to properly account for the cash or check taken in could result in a overage or loss of funds.



## **Important Notes**

 An AAFES Cash Collection must <u>only</u> be processed if they

do not have an ECC deposit card (very rare) that the funds

Tise the line of accounting provided to you by the

 The cashier must have the Disbursing Agent sign the

DD1131 before the collection is taken in.

AAFES/Postal collections will always be cash. Never take

checks because the Finance Office will automatically assume responsibility of any dishonored check.



### Important Notes (cont.)

 Count the money thoroughly and look for counterfeit or torn

bills. Keep in mind their money does not come from a bank

Ilke godfind in suspicious biller fiert it to your Disbursing

Agent immediately. Do not take it in!

 A Copy of the DD 1131 must be placed into the "CCV Box"

by AAFES/Postal

 Provide AAFES/Postal with a signed copy of the DD 1131



### What are the three main disbursing transactions

Disbursements, collections and exchange

transactions. What form is used to record local payments?

DD 1351-6 (Multiple payment List)

Which transactions increase overall accountability? Disbursements or collections? Collections.

Vhat form is required as a "cover" for the DD 1351-6 forms? DD 117 (Military Pay Voucher)

# CHECK ON LEARNING

Can a DD 117 contain more than one line of accounting? Is that recommended and why?

Yes, but It is not recommended because each service/component sheet must be under their own DD bbs processing a SF 1034 increase or decrease your accountability?

SF 1034s are disbursements and decrease your overall accountability.

What are two examples of collections transactions?

SDP, AAFES, Postal, Statement of Charges, etc.

What must a cashier do to the total at the bottom of a disbursement or collection Voucher?

Circle and initial the voucher total.

# EXCHANGE TRANSACTIONS

An exchange transaction is one of the most common cashier functions. This type of transaction requires the cashier to "take in" a negotiable instrument or cash into their accountability in exchange for US \$ or foreign currency.

Exchange transactions do not affect the "overall" accountability of the cashier since the value of the negotiable instrument must equal to the amount of cash being disbursed to the customer (check for \$100 in exchange for \$100 cash).









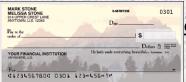
# EXCHANGE TRANSACTIONS NEGOTIABLE INSTRUMENTS

Personal check cashing limits and policy will be established by the local FMSC.

All check cashing, regardless of service will be recorded on a DD form 2664 (Record of Individual Exchange Transactions) in order to maintain good audit trail and to help settle any future disputes.

Check cashing services will be provided for the following individuals:

- US military personnel
- Department of the Army Civilians
- DoDDS employees
- Retirees
- Contract
   (MOA) c







# EXCHANGE TRANSACTIONS NEGOTIABLE INSTRUMENTS (cont.)

The following are checks we **are** able to cash:

- 1. Personal checks- Must meet the following minimum criteria:
  - a. Payable to "FAO DSSN \*\*\*\*"
  - b. Written in \$10.00 increments
  - c. Does not exceed the maximum amount IAW Policy
  - d. The check writer is not on the Dishonored check list
  - e. The consent stamp is initialed by the customer acknowledging a payroll collection if check is returned (bounced)
- 2. Treasury/State Checks- Must meet the following criteria:
  - a. Must be made to the person cashing it
- 3. Money orders- Must meet the following criteria:
  - f. Payable to "FAO DSSN \*\*\*\*

All customers must have a valid ID card. It is the cashier's responsibility to ensure the information on the ID card, matches the information on the check.



## EXCHANGE TRANSACTIONS EXAMPLE PERSONAL CHECK

Name of customer IAW ID card

Admin data (dictated by Local SOPs and policies)

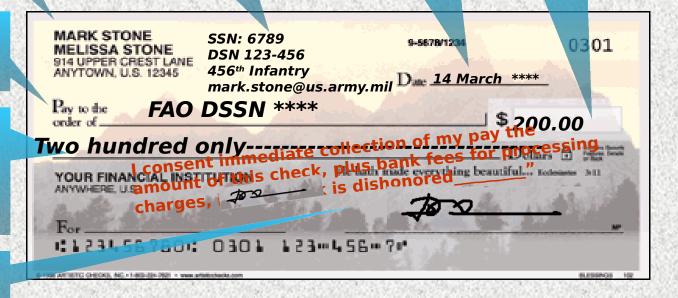
Today's date.
Cannot be
postdated

Check amount must be legible and cannot exceed set limits

Must be made to "FAO DSSN \*\*\*\*"

Written amount
must be legible
and must
match the
numerical
amount

Check must be signed by customer



front of the check will be stamped with the authorized consent stamp (customer must initi Checks processed manually will be kept by the cashier.



#### Purpose of the Stored Valued Card (SVC):

- Cash Management tool for Finance, Merchants, and Soldiers
- Is similar in concept to pre-paid gas, gift, or phone cards
- Secure computer chip on card stores and process "electronic currency"
- Issued/replaced on-site at Finance and accepted at most base merchants
- Provides deployed personnel "24/7" fee-free access to personal funds
- No "on-line" telecom requirement as transactions are processed "off-line"

Outside of the SVC Kiosk transactions, the cashier is first link in the proper processing of loads and sales in SVC and DDS. Any inaccuracy between what was processed against the card and what was processed in IDDS will the ultable processed against the card and what was processed in IDDS will the ultable processed against a card versus what was processed in DDS. There is no room for error when processing SVC transactions. Any fraud will ultimately be detected and



All SVC Card transactions will be processed in this fashion unless local SOP includes additional steps:

- 1. Verify the customer's identity by ID card. The SVC card should have the customer's name and signature on the back (prevent fraud)
- SVC transactions have to be recorded on DD 2664 for accountability purposes.
   The DD 2664 will serve as the document that shows what transpired during your business day. Make sure to have the customer sign the form prior to
- 3. Do not confuse the "incoming" with the "Outgoing" in DDS or manually- you will be out of balance
- 4. Do not confuse a "Sale" from a "Load" you will be out of balance and some of the transactions in SVC are not reversible
- 5. Know what an SVC-related transaction does to your accountability and where it shows up on a the DD 1081 and DD 2665. Knowing this will save you hours of balancing out by being able to pinpoint your discrepancy.
- 6. TR Files have to be transmitted to FRB daily. Non-transmission of TR files will result in imbalances at the DDO level and possibly your personal check book.
- 7. Know where to find exchange transactions in DDS after being processed; know how to back them out in order to alleviate any unbalances or fix any mistakes 60



## **EXCHANGE TRANSACTIONS** STORED VALUE CARD (SVC) (cont.)



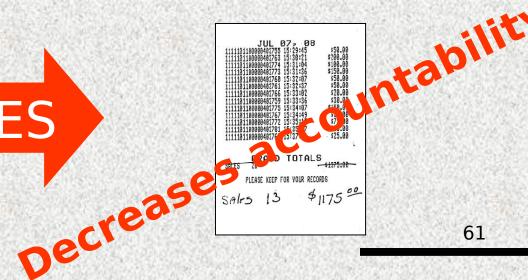


#### SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 131075

| Time of Transaction  | Card Number         | Amount     |
|----------------------|---------------------|------------|
| 3/26/2007 10:34:34AM | 1111101100000400247 | \$350.00   |
| 3/26/2007 2:47:28PM  | 1111101100000400252 | \$1,000.00 |
| Total Transactions   | 2                   | \$1,350.00 |
| Average Transaction  | n Amount            | \$675.00   |



**SALES** 



# EXCHANGE TRANSACTIONS IMPORTANT INFORMATION

Although simple to process at the cashier level, the negotiable instrument taken in must still be redeemed by higher level agencies such as the Federal Reserve Banks. SVC Card transactions must be submitted by creating a TR file that the FRB will use to withdraw the funds from the Soldier's bank account. The checks must also be submitted to the FRB but this will be accomplished by approving the check batch produced in OTCNET at the end of the business day.

Any discrepancy between what was processed manually or in DDS versus what was submitted to the FRB will result in a possible loss of funds collectable from the cashier.



# DD 2664 (RECORD OF INDIVIDUAL EXCHANGE TRANSACTIONS)

|   |                              | RE                  |       | RENCY EXCH<br>DIVIDUAL EX    |                     |                     | s              |                       | PAGE OF    | Administrative                   |
|---|------------------------------|---------------------|-------|------------------------------|---------------------|---------------------|----------------|-----------------------|------------|----------------------------------|
| DISBURSING  | OFFICER DESIG                | NATION              |       | 2. RATES OF<br>to one U.S.   | EXCHANGE (Nui       | mber of Foreign (   | Currency Units | 3. DATE (YYYYMMDD)    | 4. DSSN    | Administrative                   |
|   |                              |                     |       | 10 0/10 0.0.                 | 2 ond 17            |                     |                | 5. NAME OF CASHIER OR | DEPUTY     | Data                             |
|   |                              |                     |       |                              |                     |                     |                |                       |            | As reserved to the second second |
| . TYPE OF   | b.                           | c.                  | d.    | a.                           | b.                  | c.                  | d.             | BY DISBURSING OFFICE  |            |                                  |
| EGOTIABLE<br>ISTRUMENT<br>RECEIVED<br>ersonal check,<br>etc.) | U.S.<br>CURRENCY<br>AND COIN | FOREIGN<br>CURRENCY | TOTAL | U.S.<br>CURRENCY<br>AND COIN | FOREIGN<br>CURRENCY | FOREIGN<br>CURRENCY | TOTAL          | WHOM EXCHANGE IS I    | WADE       |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       | Custor     | ner information a                |
|   |                              |                     |       |                              |                     |                     |                |                       |            | signature                        |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     | -     |                              |                     |                     | Reco           | rd of ind             | ividual tı | ansactions                       |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   |                              |                     |       |                              |                     |                     |                |                       |            |                                  |
|   | 64, FEB 2002                 |                     |       |                              | VIOUS EDITION       |                     |                |                       |            |                                  |



### DD 2664 - ADMIN DATA

Disbursing Agent information

Current day of business

**DSSN** 

Exchange rate (when utilized)

Sheet number

|      | CURR<br>Record of Ind                    | PAGE OF 1 1   |  |            |
|------|--|---|--|------------|
|      | 1. DISBURSING OFFICER DESIGNATION        | 2. RATES OF EXCHANGE (Number of Foreign Currency Units to one U.S. Dollar). | 3. DATE / / >>>>\\/\\\\\\\\\\\\\\\\\\\\\\\\\\\ | 4. DSSN    |
|      | Mark Dell                                |   | **** 0314                                      | 8850       |
|      | 1LT, FC                                  | \   | 5. NAME OF CASHIER O                           | OR DEPUTY  |
|      | Disbursing Agent                         | 1001  |  |            |
| 45.5 | FOB Finance, Afghanistan<br>APO AE 09314 | 100:1   | lohn P. Smit                                   | h. SPC USA |

Cashier name



## DD 2664 - RECORD OF INDIVIDUAL TRANSACTIONS

## Type of NI taken in:

- TC-Treasury check
- PC-Personal check
- MO Money Order
- SV- EC Card

Amount of outgoing to customer (SVC Load, cash, etc.)

Amount of incoming from customer (SVC Sale, check, currency, etc.)

The cashier must fill this out using the customer's ID card.
The customer must sign.

| 6. RECEIVED F   | ROM CUSTON                         | IER                 |             | 7. DISBURSED                       | TO CUSTOME          | ER <sup>/</sup>            |             | 8. NAME AND OTHER INFORMATION REQUIRED  |  |  |
|---|------------------------------------|---------------------|-------------|------------------------------------|---------------------|----------------------------|-------------|---|--|--|
| e. TTPE OF MEGOTIABLE IMSTRUMENT RECEIVED (Fourned Check, | b.<br>U.S.<br>CURRENCT<br>AND COIN | FOREIGH<br>CURRENCT | 4.<br>TOTAL | 4.<br>U.S.<br>CURRENCT<br>AND COIN | FOREIGH<br>CURRENCT | SVC<br>FORFIGH<br>CURRENCT | 4.<br>TOTAL | BY DISBURSING OFFICER ON PERSON FOR WHOM EXCHANGE IS MADE  Name, Social Security Number Signature |  |  |
| C/1Mar12  | \$200.00                           |                     | \$200.00    | \$200.00                           |                     |                            | \$200.00    | Lonez Fernando 987-65-4321  |  |  |
| C/#0130   | \$150.00                           |                     | \$150.00    | \$150.00                           |                     |                            | \$150.00    | Valdez, Juan J. 987-65-4321   |  |  |
|   | \$120.00                           |                     | \$120.00    | \$100.00                           | FC 2,000            |                            | \$120.00    | Wallace, William 987-65-4321 $\rightarrow$ $\bigcirc$   |  |  |
| C/#854  | \$200.00                           |                     | \$200.00    | \$180.00                           | FC 1,000            | 5V<br>\$10.00              | \$200.00    | Paw, Jaguar 987-65-4321   |  |  |
| V 123456  | \$100.00                           |                     | \$100.00    | \$50.00                            | FC 5,000            | <del>\$10.00</del>         | \$100.00    | Cousteau, Jack 987-65-4321  |  |  |
|   |                                    |                     |             |                                    |                     |                            |             |   |  |  |

#### Sales! Loads!

Although this form has no money value, it is required to be maintained and properly filled out. This form will be returned at the end of the business day with all signatures and accurate data.

# CHECK ON LEARNING

### Who establishes check cashing limits?

FMSCs by publishing policy letters.

Does an exchange transaction affect your overall accountability? Why?

It does not affect overall accountability. What comes in must equal what goes out.

What form is utilized to record exchange transactions?

DD 2664 (Record of Individual Exchange Transactions)

Vhat gets stamped on the front of the check by the cashier?

The consent statement that authorizes finance to take the money from the Soldier's pay if the check bounces.

# CHECK ON LEARNING

Can an exchange transaction have a single "incoming" and multiple "outgoing" to customer Yesps The customer can request dollars, foreign currency and SVC. Outgoing amount must equal incoming amount. On which side of the DD 2664 are SVC Loads recorded? "Incoming or "Outgoing"?

Outgoing

Give two examples of negotiable instruments that can be cashed at the finance office.

Personal Checks Treasury Checks Money Orders



Balancing out is a a delicate process that must always be done to standard not time. In order to "clear" the daily business and conduct a successful return, many preparations must be made prior to presenting the daily business to the principal.

- Verify that all DD 1351-6 forms have been properly completed, totaled, signed by the appropriate individuals and that all information is legible. The manual DD 1351s must be a mirror image of the one printed from DDS.
- Utilize the DD 2664 to insure all cashed checks are accounted for by name and amount cashed. <u>Checks</u> <u>used for SDP deposits will not show on DD 2664</u>, <u>verify using the DD 1131's.</u> The manual DD 2664 must be a mirror image of the one printed from <del>DDS</del>

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# BALANCING OUT (cont.)

- Ensure the SF 1034s have all been signed by the appropriate agents.
- Make sure all collections have been signed by the DA.
- Count your cash and bundle it.
- If OTCNET and SVC is used, ensure the totals of the OTCNET Batch Listing, SVC Sales receipt and SVC Load Detail Report equal to the Negotiable Instrument and SVC entries of the return DD 1081.
- Ensure all entries on the return DD 1081 are supported by the appropriate documentation and cash amount



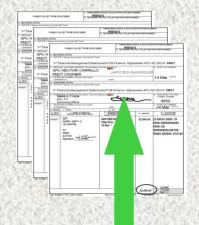
**Beginnin** 

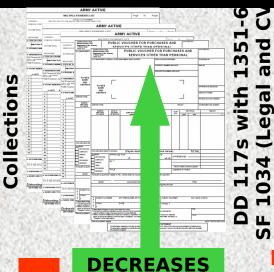
**Balance** 

90

DD

#### **BALANCING OUT**







#### INCREASES

SVC Card Processing Load Transaction Detail Report - All Types 3/26/2007 To 3/26/2007 Device 131075

| Time of Transaction                         | Card Number                                | Amount                 |
|---|--|------------------------|
| 3/26/2007 10:34:34AM<br>3/26/2007 2:47:28PM | 1111101100000400247<br>1111101100000400252 | \$350.00<br>\$1,000.00 |
| Total Transactions                          | 2  | \$1,350.00             |
| Average Transactio                          | n Amount                                   | \$675.00               |





Stored Value Card Sales

Checks

Cashed

Left
over
cash
(ending
account
ability)

If a cashier's DD 1081 SVC and OTCNET totals do not match the receipts and batch lists produced by these systems, THE CASHIER IS NOT IN BALANCE!

20 **s** 



## **RETURN DD 1081 - TRANSACTIONS NO CASH RETURNED**

**Ending balance** from previous DD

Gross accountabili ty

Collection s taken through the day

**SVC Loads** 

SVC Card Processing transaction Detail Report - All Type

| 3/2  | 26/2007 To 3/26/2007<br>Device 131075                       |                                 |  |
|--|---|---------------------------------|--|
| Time of Transaction<br>9262007 103434434<br>9262007 24728994 | Card Number<br>11111001000000400047<br>11111001000000000272 | Amount<br>5330.00<br>\$1,000.00 |  |
| Total Transactions   | 2   | \$1,350.00                      |  |
| Average Transaction  | \$675.00  |                                 |  |

| TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT |                     |                       |                      |                      |  |  |
|--|---------------------|-----------------------|----------------------|----------------------|--|--|
|  | INCREASE            | BEGINNING BALANCE     | DECREASE             | ENDING BALANCE       |  |  |
| TRANSACTIONS                                   | (received by Agent) | (la Agents's Account) | (Terned in by Agent) | (In Agent's Account) |  |  |
| 3  | ь                   |                       | d                    | e e                  |  |  |
| BALANCE FORWARD                                |                     | <b>\$140,000.</b>     |                      | <b>\$147,350</b>     |  |  |
| 2. U.S. DOLLARS                                |                     | <b>0</b> 00           |                      | 00                   |  |  |
| S. FOREIGN CURRENCY (IRAQI DINAR)              |                     |                       |                      |                      |  |  |
| I. MILITARY PAYMENT CERTIFICATES               |                     |                       |                      |                      |  |  |
| i. COLLECTIONS                                 | \$6,000.0           |                       |                      |                      |  |  |
| 5. DEPOSITS                                    | 0                   |                       |                      |                      |  |  |
| 7. NEGOTIABLE INSTRUMENTS                      |                     |                       |                      |                      |  |  |
| A. TREASURY CHECKS                             |                     |                       |                      |                      |  |  |
| B. MILITARY PAYMENT ORDERS                     |                     |                       |                      |                      |  |  |
| C. OTHER (Specify) CHECKS                      |                     |                       | \$ <i>735.</i>       |                      |  |  |
| 8. PAID YOUCHERS                               |                     |                       | \$2 <b>0,99</b> 00.  |                      |  |  |
| 9. INCORRECT YOUCHERS RETURNED                 |                     |                       | 00                   |                      |  |  |
| 10. FC Gain or Loss SVC Load                   | \$1,350.0           | + /                   | +                    |                      |  |  |
| II. Cashier overage/shortage SVC Sales         | 0                   |                       | \$1,175.0            |                      |  |  |
| 12. TOTAL FUNDS IN HANDS OF AGENT OFFICER      |                     | <i>\$147,350.</i>     | 0                    | \$125,440            |  |  |

Total increases (gross accountability)

**Left over currency. Amount** still accountable to the DA. Must match block 32e of DD Cashed checks



Voucher disbursemen



**SVC Sales** 





### **RETURN DD 1081 - TRANSACTIONS**

### **CASH RETURNED**

Ending balance from previous DD

Collection s taken through the day

#### **SVC Loads**

| 2008 | Transaction Detail Report - All Types | 326-207 fo 326-20

| TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT |                     |                       |                      |                      |  |  |
|--|---------------------|-----------------------|----------------------|----------------------|--|--|
|  | INCREASE            | BEGINNING BALANCE     | DECREASE             | ENDING BALANCE       |  |  |
| TRANSACTIONS                                   | (received by Agent) | (In Agents's Account) | (Tersed is by Agest) | (la Agent's Account) |  |  |
| •  | ь                   | •                     | d                    |                      |  |  |
| BALANCE FORWARD                                |                     | \$140,000.            |                      | \$147,350.           |  |  |
| 2. U.S. DOLLARS                                |                     | 00                    | \$100,440 <i>.</i>   |                      |  |  |
| 3. FOREIGN CURRENCY (IRARI DINAR)              |                     |                       | 00<br>\$25,000.      | )                    |  |  |
| 4. MILITARY PAYMENT CERTIFICATES               |                     |                       | 0                    |                      |  |  |
| 5. COLLECTIONS                                 | \$6,000.0           |                       |                      |                      |  |  |
| 6. DEPOSITS                                    | 0                   |                       |                      |                      |  |  |
| 7. NEGOTIABLE INSTRUMENTS                      |                     |                       |                      |                      |  |  |
| A. TREASURY CHECKS                             |                     |                       |                      |                      |  |  |
| B. MILITARY PAYMENT ORDERS                     |                     |                       |                      |                      |  |  |
| C. OTHER (Specify) CHECKS                      |                     |                       | \$ <i>735.</i>       |                      |  |  |
| 8. PAID YOUCHERS                               |                     |                       | \$2 <b>0,99</b> 00.  |                      |  |  |
| 9. INCORRECT YOUCHERS RETURNED                 |                     |                       | 00                   |                      |  |  |
| 10. FC Gain or Loss SVC Load                   | \$1,350.0           |                       | <b>+</b>             |                      |  |  |
| 11. Cashier overage/shortage SVC Sales         | 0                   |                       | \$1,175.0            |                      |  |  |
| 12. TOTAL FUNDS IN HANDS OF AGENT OFFICER      |                     | <b>\$147,350.</b>     |                      | \$0.00               |  |  |

Gross accountabili ty

Returned US

Returned FC

Cashed checks

Voucher disbursemen ts

**SVC Sales** 



Total increases (gross accountability)

Left over currency. Amount still accountable to the DA. Must match block 32e of DD

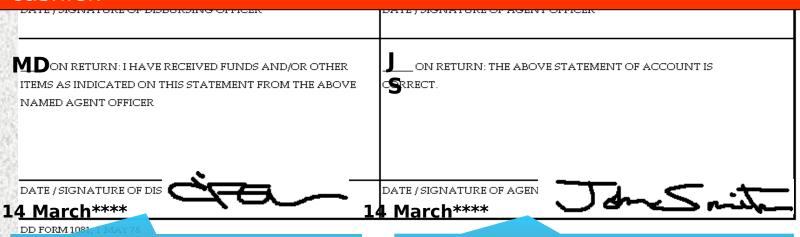
72



#### RETURN DD 1081 - STATEMENTS OF UNDERSTANDING

| STATEMENTS  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| DISBURSING OFFICER AGENT OFFICER                  |  |  |  |  |  |  |  |  |
|   | ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED   |  |  |  |  |  |  |  |
|   | FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I   |  |  |  |  |  |  |  |
| ON ADVANCE: I HAVE INTRUSTED FUNDS AND/OR         | HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR   |  |  |  |  |  |  |  |
| OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE | I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY |  |  |  |  |  |  |  |

Once the DA and the cashier sign the DD 1081, it becomes an accountability document that needs safeguarding by both the DA and the cashier.



Once totals are verified, the DA initials, signs and dates Once the totals are verified, the cashier initials, signs and dates



### DD 2665 - DAILY AGENT ACCOUNT SUMMARY

|       |        |                            | DAILY AC             | ENT ACCOU                  | JNT ABILIT Y SU    | MMARY                                   |  | 1. DAIR                         |
|-------|--------|----------------------------|----------------------|----------------------------|--------------------|---|--|---------------------------------|
| SE CT | ION    | I – SUMMARY                | Y OF DAILY ACCO      | OUNT ABILITY T             | RANSACTIONS        |   |  | 0                               |
| a. LH |        |                            |                      | b . IDES CI                | RIPTION            |   | c. TODAY                               | 4. MONTH-TO-DATE                |
| 1.    |        |                            | ' – Beginning of Day |                            |                    |   |  | i i                             |
| 2.    | I<br>B | ADVANCES                   | a. Cash              | b. Prepositioned Ch        | eck:               | c. Other                                |  |                                 |
| 3.    | c      |                            | COLLECTIONS          |                            |                    |   |  |                                 |
| 4.    | E      | TREASURY CI                |                      | a. Voucherel               |                    | b. Other                                |  |                                 |
| 5.    | Λ      |                            | ROM OTHER DISBU      |                            |                    |   |  |                                 |
| 6.    | 2      | 1                          | AIN ACCUMULATIO      | INS                        |                    |   |  | 0                               |
| 7.    | F      | O THER (Explai             | in)                  |                            |                    |   |  |                                 |
| 8.    | 2      | TOTAL INCRE                | EASES                |                            |                    |   |  |                                 |
| 9.    | GF     | ROSSACCOUNT                | ABILITY              |                            |                    |   |  |                                 |
| 10.   | D<br>E | TRANSFERS T                | O OTHER DISBURS      | NG OFFICERS                |                    |   |  |                                 |
| 11.   | C P    | EXCHANGE L                 | OSS ACCUMULATIO      | INS                        |                    |   |  | 0                               |
| 12.   | E A    | O THER (Explai             | in)                  |                            |                    |   |  | l l                             |
| 13.   | 2      | RETURNS                    | a. Paid Vouchers     |                            | b. Deposit Tickets |   |  |                                 |
|       | E      | TO<br>PRINCIPAL            | c. Ofher Returns (E  | xulainì                    |                    |   | 1                                      | X                               |
| 14.   | 2      | TOTAL DECR                 |                      | • •                        |                    |   |  | <u> </u>                        |
|       |        |                            |                      |                            |                    |   |  |                                 |
|       |        |                            | BUTION OF A GEN      | CACCOUNTABL                | LITY               |   |  | V.                              |
|       |        | 2191111                    |                      |                            |                    |   |  | i i                             |
| a. LH |        |                            |                      | FACCOUNTABILIT             |                    | c. ACCO USTABILITY<br>BRYO PRITEASURES: | 4. FRIUPES TO<br>PRECIAL               | ACCO USTABILITY ASTER TRADITES: |
| 16.   | ı      | MITED DEPOSI               |                      | UNITS                      | RATE               |   |  |                                 |
| 17.   |        | ASH ON HAND (C             | J.S.)                |                            |                    |   |  |                                 |
| 18.   | CA     | ASH ON HAND                | ACCOMODATION         | UNITS                      | RATE               |   |  |                                 |
|       | (Fe    | oreign)                    | b. OPERATING         | UNITS                      | RATE               |   |  |                                 |
| 19.   | PR     | REPOSITIONED               | TREASURY CHECKS      |                            |                    |   |  |                                 |
| 20.   | NE     | GO TIABLE INS              | TRUMENTS (U.S.)      |                            |                    |   |  |                                 |
| 21.   |        | EGOTIABLE INS              | TRUMENTS             | UNITS                      | RATE               |   |  |                                 |
| 22.   |        | oreign)<br>II.ITAB V PAVMI | ENT CERTIFICATES     |                            |                    |   |  |                                 |
| 23.   |        | AID VOUCHERS               |                      |                            |                    |   |  |                                 |
| 24.   |        | INDS IN TRANSI             | т                    |                            |                    |   |  | <u> </u>                        |
| 25.   | ı      | INDS WITH SUB              |                      |                            |                    |   |  | N                               |
| 26.   |        | POSIT TICKET               |                      |                            |                    |   |  | 1                               |
| 27.   |        |                            | ECKS RECEIVABLE      |                            |                    |   |  |                                 |
| 28.   |        |                            | FTS RECEIVABLE       |                            |                    |   |  | V.                              |
| 29.   |        | DSS OF FUNDS               | G 13 HE CHI VADLE    |                            |                    |   |  | 0                               |
| 30.   |        | FERRED VOUC                | HERS                 |                            |                    |   |  | 1                               |
| 31.   |        | THER (Explain)             |                      |                            |                    |   |  | 2                               |
| 32.   |        | OTAL AGENT AC              | COUNTABILITY         |                            |                    |   |  |                                 |
|       |        |                            |                      |                            | v                  |   |  | S                               |
| SE C. | 110    | 14 TH - DI 21 KI           | BUITON OF AGEN       |                            |                    |   |  |                                 |
| a. LH |        |                            | LOCATION             | c. CASE<br>(Fereign Voice) | 4. CASH<br>(VS)    | PREPORTIONED     CHECKS                 | MILITARY     1 AVMENT     CHETIFICATES | OTHER                           |
| 33.   |        | 3ENT                       |                      |                            |                    |   |  | 9                               |
| 34.   | ı      | EPUT Y AGENT               |                      |                            |                    |   |  |                                 |
| 35.   |        | ASHIER                     |                      |                            |                    |   |  |                                 |
| 36.   | 01     | THER (Specify)             |                      |                            |                    |   |  | 7                               |
| 37.   | Ιt     | JIALS                      |                      |                            |                    |   |  | - A                             |
| 2. N  | AME    | OF AGENT (Typ              | pe or Print)         |                            | 3. ADD RESS OF AGE | NT (Type or Print)                      |  |                                 |
| ı     |        |                            |                      |                            |                    |   |  |                                 |
| 4. SI | GNA    | TURE OF AGEN               | T                    |                            | 1                  |   |  | V V                             |
|       |        |                            |                      | "FO                        | R INSTRUCTI        | ONAL PURPOS                             | SES ONLY"                              |                                 |
|       |        |                            |                      |                            |                    |   |  |                                 |

Section I-Summary of Daily Accountability Transactions (what happened)

Section II- Distribution of Agent Accountability (disposition of transactions)

Section III- Distribution of Agent Accountability (not applicable to cashiers)

Cashier authentication

### DD 2665 - SECTION I (WHAT HAPPENED TODAY?)

|            |                          |               | DAILY A               | AGENT ACCOUNTABIL             | ITY SUMMARY            |                     | 1. DATE<br>14 March ** |
|------------|--------------------------|---------------|-----------------------|-------------------------------|------------------------|---------------------|------------------------|
| ECT        | ION                      | I - SUMMARY   | Y OF DAILY ACC        | OUNTABILITY TRANSACTION       | NS                     |                     |                        |
| a. LIN     | IE NO                    |               |                       | b. DESCRIPTION                |                        | c. TODAY            | d. MONTH-TO-DATE       |
| 1          | AC                       | CCOUNTABILI   | TY - Beginning o      | Today's                       | 0.00                   | 0.0                 |                        |
| 2.         | N                        | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Checks       | Business               | 140,000.00          | 140,000.0              |
| 3.         | С                        | VOUCHERED     | COLLECTIONS           |                               |                        | 6,000.00            | 6,000.0                |
| 4.         | R                        | TREASURY C    | HECK ISSUES           | a. Vouchered                  | <sub>b</sub> Date      |                     |                        |
| 5.         | A                        | TRANSFERS     | FROM OTHER DISE       | URSING OFFICERS               |                        | MATERIAL PRODUCTION | dentaring a            |
| 6.         | S                        | EXCHANGE G    | AIN ACCUMULATION      | ONS                           |                        |                     |                        |
| 7.         | E                        | OTHER (Expla  | ain) SVC Loads        |                               |                        | 1,350.00            | 1,350.0                |
| 8.         | s                        | TOTAL INCRE   | ASES                  |                               |                        | 147,350.00          | 0 147,350              |
| 9.         | GF                       | ROSS ACCOUNT  | <b>TABILITY</b>       |                               |                        | 147,350.00          | 147,350.0              |
| 10.        | D                        | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS                 |                        |                     |                        |
| 11.        | C                        | EXCHANGE L    | OSS ACCUMULATI        | ONS                           |                        |                     |                        |
| 12.        | Ē                        | OTHER (Expla  | ain) SVC Sales        |                               |                        | 1,175.00            | 1,175.0                |
| 13.        | S                        | RETURNS<br>TO | a. Paid Voucher       | s 20,000.00 <b>b. Deposit</b> | Tickets                |                     |                        |
| The second | E                        | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100,440.00, F  | C 25,000.00, NI 735.00 | 146,175.00          | 146,175.0              |
| 14.        | 14. S TOTAL DECREASES 14 |               |                       |                               |                        |                     | 147,350.0              |
| 15.        | AC                       | COUNTABILITY  | r - ENDING            |                               | JAMES STORY OF STREET  | 0.00                | 0.0                    |

|        | DAILY AGENT ACCOUNTABILITY SUMMARY |               |                       |   |            |                  |  |  |  |
|--------|------------------------------------|---------------|-----------------------|---|------------|------------------|--|--|--|
| ECT    | ION                                | I - SUMMARY   | Y OF DAILY ACCO       | UNTABILITY TRANSACTIONS                           |            |                  |  |  |  |
| a. LIN | E NO                               |               |                       | b. DESCRIPTION                                    | c. TODAY   | d. MONTH-TO-DATE |  |  |  |
| 1.     | AC                                 | CCOUNTABILI   | TY - Beginning of D   | Day   | 0.00       | 0.00             |  |  |  |
| 2.     | I<br>N                             | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Checks c. Other                  | 140,000.00 | 140,000.00       |  |  |  |
| 3.     | С                                  | VOUCHERED     | COLLECTIONS           |   | 6,000.00   | 6,000.00         |  |  |  |
| 4.     | R                                  | TREASURY C    | HECK ISSUES           | a. Vouchered USL EQUAL LO b. Other                |            |                  |  |  |  |
| 5.     | Ā                                  | TRANSFERS I   | FROM OTHER DISBU      | rsing officers ding balance                       |            |                  |  |  |  |
| 6.     | S                                  | EXCHANGE G    | AIN ACCUMULATION      | from previous                                     |            |                  |  |  |  |
| 7.     | E                                  | OTHER (Expla  | ain) SVC Loads        | business day (may                                 | 1,350.00   | 1,350.00         |  |  |  |
| 8.     | S                                  | TOTAL INCRE   | ASES                  | ho -ovo if -                                      | 147,350.00 | 147,350.00       |  |  |  |
| 9.     | GR                                 | OSS ACCOUNT   | TABILITY              | be zero ir a                                      | 147,350.00 | 147,350.00       |  |  |  |
| 10.    | D                                  | TRANSFERS     | TO OTHER DISBURS      | ng officersomplete return                         |            |                  |  |  |  |
| 11.    | C                                  | EXCHANGE L    | OSS ACCUMULATION      | ns was done)                                      |            |                  |  |  |  |
| 12.    | E                                  | OTHER (Expla  | ain) SVC Sales        | METHODALIAN METASMETHOLOGICAL DESIGNA             | 1,175.00   | 1,175.00         |  |  |  |
| 13.    | S                                  | RETURNS<br>TO | a. Paid Vouchers      | 20,000.00 b. Deposit Tickets                      |            | WI STAN          |  |  |  |
| To a   | E                                  | PRINCIPAL     | c. Other Returns (    | Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00 | 146,175.00 | 146,175.00       |  |  |  |
| 14.    | s                                  | TOTAL DECRI   | EASES                 |   | 147,350.00 | 147,350.00       |  |  |  |
| 15.    | AC                                 | COUNTABILITY  | / - ENDING            |   | 0.00       | 0.00             |  |  |  |

|        |        |               |                       | AGENT ACCOUN   |                        | MMARY          |                       | 1. DATE<br>14 March ** |
|--------|--------|---------------|-----------------------|--|------------------------|----------------|-----------------------|------------------------|
| SECT   | ION    | I - SUMMARY   | Y OF DAILY ACC        | OUNTABILITY TRAN   | NSACTIONS              |                |                       |                        |
| a. LIN | IE NO  |               |                       | b. DESCRIP   | TION                   |                | c. TODAY              | d. MONTH-TO-DATE       |
| 1.     | AC     | COUNTABILI    | TY - Beginning o      | f Day  |                        | Tan John Train | 0.00                  | 0.00                   |
| 2.     | I<br>N | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Che   | ecks                   | c. Other       | 140,000.00            | 140,000.00             |
| 3.     | С      | VOUCHERED     | COLLECTIONS           | A THE CONTRACTOR   |                        | SAL MINE       | 6,000.00              | 6,000.00               |
| 4.     | R      | TREASURY C    | HECK ISSUES           | a. Vouchered   |                        | b. Other       |                       |                        |
| 5.     | Α      | TRANSFERS     | FROM OTHER DISE       | URSING OFFICERS  | Money                  |                | ALTERNATION DE 15 AND |                        |
| 6.     | S      | EXCHANGE G    | AIN ACCUMULATI        | Transi Magapuser Deninare Int Transi Magapuser Deninare AND ALBERT CORRESTO  | advance                | ed             |                       |                        |
| 7.     | E      | OTHER (Expla  | ain) SVC Loads        | TOWNS CHARLES AND THE PROPERTY OF THE PROPERTY | durina t               |                | 1,350.00              | 1,350.00               |
| 8.     | S      | TOTAL INCRE   | ASES                  | Color   Colo   |                        | 100            | 147,350.00            | 147,350.00             |
| 9.     | GF     | ROSS ACCOUNT  | <b>FABILITY</b>       | TON, FADOR IS AND  | busines<br>(Dellar     | 200            | 147,350.00            | 147,350.00             |
| 10.    | D      | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS of the Control of the  | <del>j (Dollar a</del> | and 💮          |                       |                        |
| 11.    | C      | EXCHANGE L    | OSS ACCUMULAT         | ONS  | Dollar v               | aiue 📆         |                       |                        |
| 12.    | E      | OTHER (Expla  | ain) SVC Sales        | ON RETURNS: Invest recommon rates among a second of the property of the proper | of Forei               | an 💹           | 1,175.00              | 1,175.00               |
| 13.    | S      | RETURNS<br>TO | a. Paid Voucher       | s 20,000.00 k  | o. Deposit Tickets     |                |                       |                        |
|        | E      | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100,4   | 140.00, FC 25,000      | .00, NI 735.00 | 146,175.00            | 146,175.00             |
| 14.    | s      | TOTAL DECR    | EASES                 |  | ES ALAWARE STATE       |                | 147,350.00            | 147,350.00             |
| 15.    | AC     | COUNTABILITY  | r - ENDING            |  | PROJECT AND VEN        | State Charles  | 0.00                  | 0.00                   |

|        |        |               |                       | GENT ACCOU   |                    | MMARY           |            | 1. DATE<br>14 March **    |
|--------|--------|---------------|-----------------------|--|--------------------|-----------------|------------|---------------------------|
| SECT   | ION    | I - SUMMAR    | Y OF DAILY ACC        | DUNTABILITY TRAI   | NSACTIONS          |                 |            |                           |
| a. LIN | IE NO  |               |                       | b. DESCRIF   | PTION              |                 | c. TODAY   | d. MONTH-TO-DATE          |
| 1.     | AC     | CCOUNTABILI   | TY - Beginning of     | Day  |                    |                 | 0.00       | 0.00                      |
| 2.     | I<br>N | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Ch  | ecks               | c. Other        | 140,000.00 | 140,000.00                |
| 3.     | С      | VOUCHERED     | COLLECTIONS           |  |                    |                 | 6,000.00   | 6,000.00                  |
| 4.     | R      | TREASURY C    | HECK ISSUES           | a. Vouchered   |                    | b. Other        |            | 0.02.00.00.00.00.00.00.00 |
| 5.     | A      | TRANSFERS     | FROM OTHER DISB       | URSING OFFICERS  | THE PROPERTY OF    | EST SET UNION   |            |                           |
| 6.     | S      | EXCHANGE G    | AIN ACCUMULATIO       | ONS .  |                    |                 |            |                           |
| 7.     | E      | OTHER (Expla  | ain) SVC Loads        | DECEMBER SPICE COLLECTER PROCESS WHEN     SECURITY OFFICE COLLECTER PROCESS      SECURITY OFFICE C      |                    | /               | 1,350.00   | 1,350.00                  |
| 8.     | S      | TOTAL INCRE   | ASES                  | ST CASHER ### AND TO AND THE STATE OF THE ST | i Aii Coiie        | ections         | 147,350.00 | 147,350.00                |
| 9.     | GF     | ROSS ACCOUNT  | TABILITY              | AAJ FC Abbustons Office States of Separation (1975)  | process            | ed 🚜            | 147,350.00 | 147,350.00                |
| 10.    | D<br>E | TRANSFERS     | TO OTHER DISBURS      | SING OFFICERS - 21X0110.000 11   | durina t           |                 |            |                           |
| 11.    | C      | EXCHANGE L    | OSS ACCUMULATION      | ONS  | busines            |                 |            |                           |
| 12.    | E      | OTHER (Expla  | ain) SVC Sales        |  |                    | s day           | 1,175.00   | 1,175.00                  |
| 13.    | S      | RETURNS<br>TO | a. Paid Vouchers      | 20,000.00  | b. Deposit Tickets |                 |            |                           |
| N IN   | E      | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100,4   | 440.00, FC 25,000  | ).00, NI 735.00 | 146,175.00 | 146,175.00                |
| 14.    | S      | TOTAL DECR    | EASES                 |  |                    |                 | 147,350.00 | 147,350.00                |
| 15.    | AC     | COUNTABILITY  | r - ENDING            |  | PER SUPPLE         |                 | 0.00       | 0.00                      |

|        | DAILY AGENT ACCOUNTABILITY SUMMARY |               |                       |   |                     |            |                  |  |  |
|--------|------------------------------------|---------------|-----------------------|---|---------------------|------------|------------------|--|--|
| ECT    | NOF                                | I - SUMMARY   | Y OF DAILY ACC        | OUNTABILITY TRANSACTIONS  |                     |            |                  |  |  |
| a. LIN | VE NO                              |               |                       | Apphorbie   |                     | c. TODAY   | d. MONTH-TO-DATE |  |  |
| 1.     | AC                                 | CCOUNTABILI   | TY - Beginning o      | 0.00  | 0.00                |            |                  |  |  |
| 2.     | I<br>N                             | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Checks ADOVE   | c. Other            | 140,000.00 | 140,000.00       |  |  |
| 3.     | С                                  | VOUCHERED     | COLLECTIONS           |   | CAN CAUPAN          | 6,000.00   | 6,000.00         |  |  |
| 4.     | R                                  | TREASURY C    | HECK ISSUES           | a. Vouchered  | b. Other            |            |                  |  |  |
| 5.     | A                                  | TRANSFERS     | FROM OTHER DISI       | BURSING OFFICERS Y CHECK  |                     |            |                  |  |  |
| 6.     | S                                  | EXCHANGE G    | AIN ACCUMULATI        | ondvances to an agent.  |                     |            |                  |  |  |
| 7.     |                                    | OTHER (Expla  | ain) SVC Loads        | Onlied Stituting  On 27 00 18  Austin Terms 2004-5501962  Tour Southful 15018008  |                     | 1,350.00   | 1,350.00         |  |  |
| 8.     | S                                  | TOTAL INCRE   | ASES                  | Service of |                     | 147,350.00 | 147,350.00       |  |  |
| 9.     | GF                                 | OSS ACCOUNT   | <b>FABILITY</b>       | #2551 G000000218H 2501125515 010000   |                     | 147,350.00 | 147,350.00       |  |  |
| 10.    | D                                  | TRANSFERS     | TO OTHER DISBUT       | RSING OFFICERS  |                     |            |                  |  |  |
| 11.    | CR                                 | EXCHANGE L    | OSS ACCUMULAT         | IONS  |                     |            |                  |  |  |
| 12.    | E                                  | OTHER (Expla  | ain) SVC Sales        | SALE BANKAR BANKAS WEL  | ALANAMA BEKAS BA    | 1,175.00   | 1,175.00         |  |  |
| 13.    | s                                  | RETURNS<br>TO | a. Paid Vouche        | b. Deposit Tick   | <b>cets</b>         |            |                  |  |  |
|        | E                                  | PRINCIPAL     | c. Other Return       | s (Explain) U.S. 100,440.00, FC 25  | 5,000.00, NI 735.00 | 146,175.00 | 146,175.00       |  |  |
| 14.    | S                                  | TOTAL DECR    | EASES                 |   |                     | 147,350.00 | 147,350.00       |  |  |
| 15.    | AC                                 | COUNTABILITY  | / - ENDING            |   |                     | 0.00       | 0.00             |  |  |

|        |                               |               |                       | AGENT ACCOU        |  | JMMARY  |            | 1. DATE<br>14 March ** |  |
|--------|-------------------------------|---------------|-----------------------|--------------------|--|---|------------|------------------------|--|
| SECT   | 10N                           | II-SUMMAR     | Y OF DAILY ACC        | OUNTABILITY TRA    | ANSACTIONS                                     |   |            |                        |  |
| a. LIN | VE NO                         | р.            |                       | b. DESCR           | IPTION   |   | c. TODAY   | d. MONTH-TO-DATE       |  |
| 1.     | A                             | CCOUNTABILI   | TY - Beginning of     | 0.00               | 0.00   |   |            |                        |  |
| 2.     | I<br>N                        | ADVANCES      | a. Cash<br>140,000.00 | 140,000.00         | 140,000.00                                     |   |            |                        |  |
| 3.     | c                             | VOUCHERED     | COLLECTIONS           | 6,000.00           | 6,000.00                                       |   |            |                        |  |
| 4.     | R                             | TREASURY C    | HECK ISSUES           | a. Vouchered       |  | b. Other  |            | 602000                 |  |
| 5.     | A                             | TRANSFERS     | FROM OTHER DISB       | URSING OFFICERS    |  | 15 07 07 17 17 17 17 17 17 17 17 17 17 17 17 17 |            |                        |  |
| 6.     | S EXCHANGE GAIN ACCUMULATIONS |               |                       |                    |  |   |            |                        |  |
| 7.     | E                             | OTHER (Expla  | ain) SVC Loads        |                    | 1000 D. C. |   | 1,350.00   | 1,350.00               |  |
| 8.     | s                             | TOTAL INCRE   | ASES                  |                    | Not  |   | 147,350.00 | 147,350.00             |  |
| 9.     | GI                            | ROSS ACCOUNT  | TABILITY              |                    | applica  | blo to  | 147,350.00 | 147,350.00             |  |
| 10.    | D                             | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS      | applica  | 2000  |            |                        |  |
| 11.    | C                             | EXCHANGE L    | OSS ACCUMULATI        | ONS                | - casnier                                      |   |            |                        |  |
| 12.    | E                             | OTHER (Expla  | ain) SVC Sales        |                    | 61248-95144                                    |   | 1,175.00   | 1,175.00               |  |
| 13.    | S                             | RETURNS<br>TO | a. Paid Vouchers      | s 20,000.00        | b. Deposit Tickets                             |   |            |                        |  |
| 1      | E                             | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100 | ,440.00, FC 25,00                              | 00.00, NI 735.00                                | 146,175.00 | 146,175.00             |  |
| 14.    | s                             | TOTAL DECR    | EASES                 |                    | A SLAVIJA                                      |   | 147,350.00 | 147,350.00             |  |
| 15.    | AC                            | COUNTABILITY  | r - ENDING            |                    | PPA SING                                       |   | 0.00       | 0.00                   |  |

|        | DAILY AGENT ACCOUNTABILITY SUMMARY  CTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS |               |                       |  |                                |                 |            |                  |  |  |
|--------|--|---------------|-----------------------|--|--------------------------------|-----------------|------------|------------------|--|--|
| ECT    | ION  | II- SUMMARY   | Y OF DAILY ACC        | DUNTABILITY TRA                            | NSACTIONS                      |                 |            |                  |  |  |
| a. LIN | IE NC  | р.            |                       | b. DESCRI                                  | PTION                          |                 | c. TODAY   | d. MONTH-TO-DATE |  |  |
| 1.     | AC   | CCOUNTABILI   | TY - Beginning of     | Day  |                                |                 | 0.00       | 0.00             |  |  |
| 2.     | I<br>N   | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Ch                        | ecks                           | c. Other        | 140,000.00 | 140,000.00       |  |  |
| 3.     | С  | VOUCHERED     | COLLECTIONS           | AUTO CALL                                  |                                | Year military   | 6,000.00   | 6,000.00         |  |  |
| 4.     | R  | TREASURY C    | HECK ISSUES           | a. Vouchered                               |                                | b. Other        |            | and the last of  |  |  |
| 5.     | Ā  | TRANSFERS     | FROM OTHER DISB       | URSING OFFICERS                            | Digen Old State                | Section of the  |            |                  |  |  |
| 6.     | S  | EXCHANGE G    | AIN ACCUMULATION      | DNS  |                                |                 |            |                  |  |  |
| 7.     | •  | OTHER (Expla  | ain) SVC Loads        |  |                                |                 | 1,350.00   | 1,350.00         |  |  |
| 8.     | S  | TOTAL INCRE   | ASES                  |  | Collection                     | 0.5             | 147,350.00 | 147,350.00       |  |  |
| 9.     | GF   | ROSS ACCOUNT  | TABILITY "            | COLECTION VOUCHER IN THE COLECTION VOUCHER | incurred                       |                 | 147,350.00 | 147,350.00       |  |  |
| 10.    | D  | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS                              |                                |                 |            |                  |  |  |
| 11.    | C  | EXCHANGE L    | OSS ACCUMULATION      | ONS:                                       | Foreign                        | Caina           |            |                  |  |  |
| 12.    | E  | OTHER (Expla  | ain) SVC Sales        |  | by Excha                       |                 | 1,175.00   | 1,175.00         |  |  |
| 13.    | S  | RETURNS<br>TO | a. Paid Vouchers      | 20,000.00                                  | b. Deposit Tickets<br>(GBX) or |                 |            |                  |  |  |
|        | E  | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100,                        | 440.00, FC 25,00               | 0.00, NI 735.00 | 146,175.00 | 146,175.00       |  |  |
| 14.    | S  | TOTAL DECR    |                       |  | discrepa                       | 107401017       | 147,350.00 | 147,350.00       |  |  |
| 15.    | AC   | COUNTABILITY  | r - ENDING            | 19161                                      | (cannot e                      | 1000            | 0.00       | 0.00             |  |  |
| BYA    |  |               |                       |  | 3 cents)                       |                 |            |                  |  |  |

|        | 20     |               |                       | AGENT ACCOUNTABILIT                                |                     |                      | 1. DATE<br>14 March ** |
|--------|--------|---------------|-----------------------|--|---------------------|----------------------|------------------------|
| ECT    | ION    | I - SUMMARY   | Y OF DAILY ACC        | OUNTABILITY TRANSACTIONS                           |                     |                      |                        |
| a. LIN | IE NO  |               |                       | b. DESCRIPTION                                     |                     | c. TODAY             | d. MONTH-TO-DATE       |
| 1.     | AC     | COUNTABILI    | TY - Beginning o      | 0.00   | 0.0                 |                      |                        |
| 2.     | I<br>N | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Checks                            | c. Other            | 140,000.00           | 140,000.0              |
| 3.     | С      | VOUCHERED     | COLLECTIONS           | vernsky sale in myser                              |                     | 6,000.00             | 6,000.0                |
| 4.     | R      | TREASURY C    | HECK ISSUES           | a. Vouchered                                       | b. Other            |                      | 6.72.00.10.5           |
| 5.     | Ā      | TRANSFERS     | FROM OTHER DISI       | BURSING OFFICERS                                   |                     |                      |                        |
| 6.     | S      | EXCHANGE G    | AIN ACCUMULATI        | ONS  |                     |                      |                        |
| 7.     | E      | OTHER (Expla  | ain) SVC Loads        |  |                     | 1,350.00             | 1,350.0                |
| 8.     | S      | TOTAL INCRE   | ASES                  |  |                     | 147,350.00           | 147,350.0              |
| 9.     | GR     | ROSS ACCOUNT  | TABILITY              |  |                     | 147,350.00           | 147,350.0              |
| 10.    | D<br>E | TRANSFERS     | TO OTHER DISBU        | SVC Card Processing                                | /                   | 4425 (A) (A) (A) (A) |                        |
| 11.    | C      | EXCHANGE L    | OSS ACCUMULAT         | Load Transaction Detail Report - All Types         | Total of            |                      |                        |
| 12.    | E      | OTHER (Expla  | ain) SVC Sales        | 3/26/2007 To 3/26/2007                             | all SVC             | 1,175.00             | 1,175.0                |
| 13.    | S      | RETURNS<br>TO | a. Paid Vouche        | Device 131075                                      | :ketard             |                      |                        |
|        | E      | PRINCIPAL     | c. Other Return       |  | 25,000:00; № 735.00 | 146,175.00           | 146,175.0              |
| L4.    | S      | TOTAL DECR    | EASES                 | 3/26/2007 2-47/28PM 1111101100000400252 \$1,000.00 | (sales              | 147,350.00           | 147,350.0              |
| L5.    | AC     | COUNTABILITY  | / - ENDING            | Total Transactions 2 \$1,350.00                    | not                 | 0.00                 | 0.0                    |
|        |        |               |                       | Average Transaction Amount \$675.00                | include             |                      |                        |

|        | DAILY AGENT ACCOUNTABILITY SUMMARY |               |                       |  |                      |       |                |                  |  |
|--------|------------------------------------|---------------|-----------------------|--|----------------------|-------|----------------|------------------|--|
| ECT    | ION                                | I - SUMMAR    | Y OF DAILY ACC        | OUNTABILITY TRANSACTIONS   | 5                    |       |                |                  |  |
| a. LIN | E NO                               |               |                       | b. DESCRIPTION   |                      |       | c. TODAY       | d. MONTH-TO-DATE |  |
| 1.     | AC                                 | CCOUNTABILI   | TY - Beginning o      |  | 0.00                 | 0.00  |                |                  |  |
| 2.     | I<br>N                             | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Checks  | c. Other             |       | 140,000.00     | 140,000.00       |  |
| 3.     | С                                  | VOUCHERED     | COLLECTIONS           |  |                      | 100   | 6,000.00       | 6,000.00         |  |
| 4.     | R<br>E                             | TREASURY C    | HECK ISSUES           | a. Vouchered   | b. Other             |       |                |                  |  |
| 5.     | A                                  | TRANSFERS     | FROM OTHER DISE       | URSING OFFICERS  |                      | 00.2  | \$100 PM       |                  |  |
| 6.     | S                                  | EXCHANGE G    | AIN ACCUMULATION      | ONS  | otal                 | 100   |                |                  |  |
| 7.     | E                                  | OTHER (Expla  | ain) SVC Loads        |  | Otal                 |       | 1,350.00       | 1,350.00         |  |
| 8.     | S                                  | TOTAL INCRE   | ASES                  | The state of the s |                      | 100   | 147,350.00     | 147,350.00       |  |
| 9.     | GR                                 | ROSS ACCOUNT  | TABILITY              |  |                      |       | 147,350.00     | 147,350.00       |  |
| 10.    | D                                  | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS  |                      |       | <b>显示 1875</b> |                  |  |
| 11.    | C                                  | EXCHANGE L    | OSS ACCUMULATI        | ONS  |                      |       |                |                  |  |
| 12.    | E                                  | OTHER (Expla  | ain) SVC Sales        |  |                      | 2123  | 1,175.00       | 1,175.00         |  |
| 13.    | S                                  | RETURNS<br>TO | a. Paid Voucher       | s 20,000.00 <b>b. Deposit Ti</b>   | ickets               |       |                |                  |  |
| 1      | E                                  | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100,440.00, FC  | 25,000.00, NI 735.00 |       | 146,175.00     | 146,175.00       |  |
| 14.    | s                                  | TOTAL DECR    | EASES                 |  |                      | 10.30 | 147,350.00     | 147,350.00       |  |
| 15.    | AC                                 | COUNTABILITY  | Y - ENDING            |  | A Reserved Comment   |       | 0.00           | 0.00             |  |

|        |        |                 |                       | AGENT ACCO               |                 |  |  | 1. DATE<br>14 March ** |
|--------|--------|-----------------|-----------------------|--------------------------|-----------------|--|--|------------------------|
| a. LIN | 100    |                 | Y OF DAILY ACC        |                          | CRIPTION        |  | c. TODAY   | d. MONTH-TO-DATE       |
| 1.     | 900    | RESIDENCE SALES | ITY - Beginning o     |                          | SKII TION       |  | 0.00   | 0.00                   |
| 2.     | I<br>N | ADVANCES        | a. Cash<br>140,000.00 | b. Prepositioned         | Checks          | c. Other   | 140,000.00   | 140,000.00             |
| 3.     | С      | VOUCHERED       | COLLECTIONS           | 6,000.00                 | 6,000.00        |  |  |                        |
| 4.     | R      | TREASURY C      | HECK ISSUES           | a. Vouchered             |                 | b. Other   |  |                        |
| 5.     | Α      | TRANSFERS       | FROM OTHER DISE       | URSING OFFICERS          |                 | 10/15  |  |                        |
| 6.     | s      | EXCHANGE O      | AIN ACCUMULATION      | ONS                      | Begir           | nning  | TOTAL VALUE OF THE STATE OF THE |                        |
| 7.     | E      | OTHER (Expla    | ain) SVC Loads        |                          | Balar           | nce +  | 1,350.00   | 1,350.00               |
| 8.     | s      | TOTAL INCRE     | ASES                  |                          | to              | THE CONTRACTOR OF THE CONTRACT | 147 350.00   | 147,350.00             |
| 9.     | GF     | ROSS ACCOUNT    | TABILITY              |                          |                 | C REAL PROPERTY.   | 147,350.00   | 147,350.00             |
| 10.    | D<br>E | TRANSFERS       | TO OTHER DISBUR       | SING OFFICERS            | incre           | ases   | <b>三次和关系</b>   | <b>医</b>               |
| 11.    | CR     | EXCHANGE L      | OSS ACCUMULAT         | ONS                      |                 |  |  |                        |
| 12.    | E      | OTHER (Expla    | ain) SVC Sales        |                          |                 |  | 1,175.00   | 1,175.00               |
| 13.    | S      | RETURNS<br>TO   | a. Paid Voucher       | s 20,000.00              | b. Deposit Tic  | kets   |  |                        |
| 36     | E      | PRINCIPAL       | c. Other Returns      | <b>(Explain)</b> U.S. 10 | 00,440.00, FC 2 | 25,000.00, NI 735.00   | 146,175.00   | 146,175.00             |
| 14.    | s      | TOTAL DECR      | EASES                 |                          |                 |  | 147,350.00   | 147,350.00             |
| 15.    | AC     | COUNTABILIT     | Y - ENDING            |                          |                 |  | 0.00   | 0.00                   |

|        |        |               |                       |                         | ABILITY SUMMARY  |            | 1. DATE<br>14 March ** |
|--------|--------|---------------|-----------------------|-------------------------|--|------------|------------------------|
| ECT    | 10N    | II-SUMMAR     | Y OF DAILY ACC        | DUNTABILITY TRANSA      | CTIONS   |            |                        |
| a. LIN | VE NO  | р.            |                       | b. DESCRIPTION          |  | c. TODAY   | d. MONTH-TO-DATE       |
| 1.     | A      | CCOUNTABILI   | TY - Beginning of     | 0.00                    | 0.00   |            |                        |
| 2.     | I<br>N | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Checks | c. Other   | 140,000.00 | 140,000.00             |
| 3.     | c      | VOUCHERED     | COLLECTIONS           | 6,000.00                | 6,000.00   |            |                        |
| 4.     | R      | TREASURY C    | HECK ISSUES           | a. Vouchered            | b. Other   |            | Section 1              |
| 5.     | Ā      | TRANSFERS     | FROM OTHER DISB       | URSING OFFICERS         | NOTE TO STATE OF THE   |            | riente marque          |
| 6.     | S      | EXCHANGE G    | AIN ACCUMULATION      | ONS                     |  |            |                        |
| 7.     | E      | OTHER (Expla  | ain) SVC Loads        | 1,350.00                | 1,350.00   |            |                        |
| 8.     | s      | TOTAL INCRE   | ASES                  |                         | Not applicable   | 147,350.00 | 147,350.00             |
| 9.     | GI     | ROSS ACCOUNT  | <b>FABILITY</b>       |                         | to Cashiers  | 147,350.00 | 147,350.00             |
| 10.    | D<br>F | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS           | The same of the sa |            |                        |
| 11.    | CR     | EXCHANGE L    | OSS ACCUMULATION      | ONS                     |  |            |                        |
| 12.    | Ē      | OTHER (Expla  | ain) SVC Sales        |                         |  | 1,175.00   | 1,175.00               |
| 13.    | ŝ      | RETURNS<br>TO | a. Paid Vouchers      | s 20,000.00 b. D        | eposit Tickets   |            |                        |
| Vive I | E      | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100,440. | 00, FC 25,000.00, NI 735.00  | 146,175.00 | 146,175.00             |
| 14.    | s      | TOTAL DECR    | EASES                 |                         |  | 147,350.00 | 147,350.00             |
| 15.    | AC     | COUNTABILITY  | / - ENDING            |                         |  | 0.00       | 0.00                   |

|        |        |  | DAILY AGENT ACCOUNTABILITY SUMMARY   |            | 1. DATE<br>14 March ** |
|--------|--------|--|--|------------|------------------------|
| ECT    | ION    | I - SUMMARY  | OF DAILY ACCOUNTABILITY TRANSACTIONS   |            |                        |
| a. LIN | E NO   |  | b. DESCRIPTION   | c. TODAY   | d. MONTH-TO-DATE       |
| 1.     | AC     | CCOUNTABILI  | TY - Beginning of Day  | 0.00       | 0.00                   |
| 2.     | I<br>N | ADVANCES   | a. Cash MENICES OTHER TRAIN PERSONAL D. Prepositioned Checks  140,000.00  Dishursement | 140,000.00 | 140,000.00             |
| 3.     | С      | VOUCHERED  | COLLECTIONS  | 6,000.00   | 6,000.00               |
| 4.     | R      | TREASURY C   | HECKISSUES a Vouchered CUTTED GUTINGS. Other   |            | 6.02.00.00.00.00       |
| 5.     | Ā      | TRANSFERS I  | ROMOTHER DISBURSING OFFICERSEIGN CURRENCY  |            |                        |
| 6.     | S      | EXCHANGE G   | AN ACCUMULATIONS LOSSES by Exchange  |            |                        |
| 7.     | E      | OTHER (Expla   | (LBX) or rounding  | 1,350.00   | 1,350.00               |
| 8.     | S      | TOTAL INCRE  |  | 147,350.00 | 147,350.00             |
| 9.     | GR     | ROSS ACCOUNT   |  | 147,350.00 | 147,350.00             |
| 10.    | D<br>E | TRANSFERS  | TO OTHER DISBURSING OFFICERS ANNOT EXCEED 3  |            | 5. 100 (2012) [1]      |
| 11.    | C<br>R | A STATE OF THE PARTY OF THE PAR | OSS ACCUMULATIONS  |            |                        |
| 12.    | E      | OTHER (Expla   | in) SVC Sales  | 1,175.00   | 1,175.00               |
| 13.    | S      | RETURNS<br>TO  | a. Paid Vouchers 20,000.00 b. Deposit Tickets  |            |                        |
| Nine ! | E      | PRINCIPAL  | c. Other Returns (Explain) U.S. 100,440.00, FC 25,000.00, NI 735.00                    | 146,175.00 | 146,175.00             |
| 14.    | s      | TOTAL DECRI  | ASES   | 147,350.00 | 147,350.00             |
| 15.    | AC     | COUNTABILITY   | - ENDING   | 0.00       | 0.00                   |

|        |        |                |                       |   | BILITY SUMMARY   |            | 1. DATE<br>14 March ** |
|--------|--------|----------------|-----------------------|---|--|------------|------------------------|
| ECTI   | ION    | I - SUMMARY    | OF DAILY ACCOU        | NTABILITY TRANSAC   | CTIONS   |            |                        |
| a. LIN | E NO   |                |                       | b. DESCRIPTION  |  | c. TODAY   | d. MONTH-TO-DATE       |
| 1.     | AC     | CCOUNTABILITY  | Y - Beginning of D    | 3V JUL 07, 08<br>111101100000407755 15:29:45 550.00<br>111101100000407763 15:30:21 \$700.00   |  | 0.00       | 0.00                   |
| 2.     | I<br>N |                | a. Cash<br>140,000.00 | bii Prepositioned Checks<br>11118110900949776 15:32:07 55.00<br>11118110900949776 15:32:37 55.00<br>11118110900949776 15:33:07 520.00   | Total comell   | 140,000.00 | 140,000.00             |
| 3.     | С      | VOUCHERED CO   | OLLECTIONS            | 1111101100000407759 15:33:36 \$38.00<br>1111101100000407775 15:34:07 \$150.00<br>1111101100000407767 15:34:49 \$25.00   | SVC Caru   | 6,000.00   | 6,000.00               |
| 4.     | R      | TREASURY CHE   | CK ISSUES             | a:11 / Quic 10 cred 25:57 \$250.80 111118118888482768 15:37:11 \$25.88  | Sales b. Other   |            |                        |
| 5.     | A      | TRANSFERS FR   | OM OTHER DISBUR       | SING OFFICERS   | (loads not   |            | Aler Webberg, Fe       |
| 6.     | S      |                | IN ACCUMULATIONS      |   | included)  |            |                        |
| 7.     | E      | OTHER (Explain | ) SVC Loads           | Salrs 13  |  | 1,350.00   | 1,350.00               |
| 8.     | S      | TOTAL INCREAS  | SES                   | E HAIL<br>E GESTI   |  | 147,350.00 | 147,350.00             |
| 9.     | GR     | ROSS ACCOUNTA  | BILITY                | KONTRACTOR OF THE PARTY OF THE |  | 147,350.00 | 147,350.00             |
| 10.    | D      | TRANSFERS TO   | OTHER DISBURSIN       | IG OFFICERS   |  |            |                        |
| 11.    | C      | EXCHANGE LOS   | SS ACCUMULATION       | S   |  |            |                        |
| 12.    | E      | OTHER (Explain | ) SVC Sales           |   | Compatibilities (a. 1.1.1.4 et al 1995-14.5 Marriero al 1 (1951-17) mili 191 a citat | 1,175.00   | 1,175.00               |
| 13.    | S      | RETURNS<br>TO  | a. Paid Vouchers      | 20,000.00 <b>b. D</b> e   | posit Tickets  |            |                        |
| N. C.  | E      | PRINCIPAL      | c. Other Returns (E   | xplain) U.S. 100,440.0  | 0, FC 25,000.00, NI 735.00   | 146,175.00 | 146,175.00             |
| 14.    | s      | TOTAL DECREA   | SES                   |   | BANGE STATES AND SERVICE   | 147,350.00 | 147,350.00             |
| 15.    | AC     | COUNTABILITY - | ENDING                |   |  | 0.00       | 0.00                   |

|        |        |  | DAILY AGENT   | T ACCOUNTABIL   | .ITY SUMMARY           |              | 1. DATE<br>14 March ** |
|--------|--------|--|---|---|------------------------|--------------|------------------------|
| ECT    | 1011   | I - SUMMARY  | OF DAILY ACCOUNTA   | BILITY TRANSACTIO   | DNS                    |              |                        |
| a. LIN | IE NO  | Industrial Control C   | SSES AND COMMENTS SOURCE. LOCALISM COMMENTS FOR MARIE FOR   | b. DESCRIPTION  DO DESCRIPTION  | Total of               | c. TODAY     | d. MONTH-TO-DATE       |
| 1.     | AC     | COUNTABILI   | TY - Beginning of Day                                       |   | items being            | 0.00         | 0.00                   |
| 2.     | I<br>N | THE ADVANCES OF THE PROPERTY O | a. Cash b. P. 140,000.00                                    | repositioned Checks   | returned to            | 140,000.00   | 140,000.00             |
| 3.     | С      | VOUCHERED  | COLLECTIONS   | # 2252-0" COCCOODS AND \$50 215 E F P 0 175 DO  No Teal: Count 7 Annue 175 D  | the DA.                | 6,000.00     | 6,000.00               |
| 4.     | R      | TREASURY C   | HECK ISSUES a. Vo   | ouchered 7 Annual 178.89  | b. Other               |              | 0.00                   |
| 5.     | Α      | TRANSFERS  | ROM OTHER DISBURSING  | OFFICERS TO STATE OF THE PARTY | incidues               |              |                        |
| 6.     | s      | EXCHANGE G   | AIN ACCUMULATIONS   |   | negotiable             | 8/29/24/5/8/ |                        |
| 7.     | E      | OTHER (Expla   | in) SVC Loads   |   | instruments,           | 1,350.00     | 1,350.00               |
| 8.     | s      | TOTAL INCRE  | ASES  | Central bank of Iraq 25000  | SF 1034s,              | 147,350.00   | 147,350.00             |
| 9.     | GF     | ROSS ACCOUNT   | TABILITY  Making and and of the fill boar and other states. |   | DD 117s.               | 147,350.00   | 147,350.00             |
| 10.    | D<br>E | TRANSFERS  | TO OTHER DISBURSING OF                                      | FICERS  | etc                    | <b>美国教育</b>  |                        |
| 11.    | C<br>R | EXCHANGE L   | OSS ACCUMULATIONS   |   |                        |              |                        |
| 12.    | E      | OTHER (Expla   | in) SVC Sales   |   |                        | 1,175.00     | 1,175.00               |
| 13.    | S      | RETURNS<br>TO  | a. Paid Vouchers 20   | ,000.00 <b>b. Depos</b> i   | t Tickets              |              | 78.20.400.778.30472.   |
|        | Е      | PRINCIPAL  | c. Other Returns (Explain                                   | n) U.S. 100,440.00, I   | C 25,000.00, NI 735.00 | 146,175.00   | 146,175.00             |
| 14.    | S      | TOTAL DECR   | ASES  |   |                        | 147,350.00   | 147,350.00             |
| 15.    | AC     | COUNTABILITY   | - ENDING  |   |                        | 0.00         | 0.00                   |

|        |        |               |                       | AGENT ACCOUNTABILIT           |                      |                   | 1. DATE<br>14 March ** |
|--------|--------|---------------|-----------------------|-------------------------------|----------------------|-------------------|------------------------|
| NEW Y  |        |               | Y OF DAILY ACC        | OUNTABILITY TRANSACTIONS      | S                    |                   |                        |
| a. LIN | 1978   |               |                       | b. DESCRIPTION                |                      | c. TODAY          | d. MONTH-TO-DATE       |
| 1      | AC     | CCOUNTABILI   | ITY - Beginning o     | f Day                         |                      | 0.00              | 0.0                    |
| 2.     | I<br>N | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned Checks       | c. Other             | 140,000.00        | 140,000.0              |
| 3.     | С      | VOUCHERED     | COLLECTIONS           |                               |                      | 6,000.00          | 6,000.0                |
| 4.     | R      | TREASURY C    | HECK ISSUES           | a. Vouchered                  | b. Other             |                   |                        |
| 5.     | Ā      | TRANSFERS     | FROM OTHER DISE       | URSING OFFICERS               |                      | CONTRACT PRODUCTS |                        |
| 6.     | S      | EXCHANGE G    | AIN ACCUMULATION      | ONS                           |                      |                   | 3.600                  |
| 7.     | E      | OTHER (Expla  | ain) SVC Loads        |                               |                      | 1,350.00          | 1,350.0                |
| 8.     | S      | TOTAL INCRE   | ASES                  |                               |                      | 147,350.00        | 147,350.0              |
| 9.     | GR     | ROSS ACCOUNT  | TABILITY              | STERRING CONTRACT             |                      | 147,350.00        | 147,350.0              |
| 10.    | D      | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS                 |                      | 秋世 一次             |                        |
| 11.    | C      | EXCHANGE L    | OSS ACCUMULATI        | ONS                           | Total                |                   |                        |
| 12.    | E      | OTHER (Expla  | ain) SVC Sales        |                               | ecreases             | 1,175.00          | 1,175.0                |
| 13.    | Ś      | RETURNS<br>TO | a. Paid Voucher       |                               |                      |                   |                        |
|        | E      | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 100,440.00, FC | 25,000.00, NI 735.00 | 146,175,00        | 146,175.0              |
| 14.    | S      | TOTAL DECR    | EASES                 |                               |                      | 147,350.00        | 147,350.0              |
| 15.    | AC     | COUNTABILITY  | Y - ENDING            |                               |                      | 0.00              | 0.0                    |

|        |  |               | DAILY A               | AGENT ACCO       | UNTABILIT  | Y SUMMARY  |          | lo et | 1. DATE<br>14 March ** |
|--------|--|---------------|-----------------------|------------------|--|--|----------|-------|------------------------|
| SECT   | ION  | I - SUMMAR    | Y OF DAILY ACC        | OUNTABILITY T    | RANSACTIONS  |  |          |       |                        |
| a. LIN | E NO   |               |                       | b. DES           | CRIPTION   |  | c. TODAY | 201   | d. MONTH-TO-DATE       |
| 1.     | AC   | CCOUNTABILI   | TY - Beginning o      | f Day            | 10 10 10 10  |  |          | 0.00  | 0.00                   |
| 2.     | I<br>N   | ADVANCES      | a. Cash<br>140,000.00 | b. Prepositioned | l Checks   | c. Other   | 140,00   | 0.00  | 140,000.00             |
| 3.     | C VOUCHERED COLLECTIONS                          |               |                       |                  |  |  | 6,00     | 0.00  | 6,000.00               |
| 4.     | 4. R TREASURY CHECK ISSUES a. Vouchered b. Other |               |                       |                  |  |  |          | 5.6   |                        |
| 5.     | A  | TRANSFERS     | FROM OTHER DISB       | URSING OFFICER   | S  |  |          | 0/616 |                        |
| 6.     | S  | EXCHANGE G    | AIN ACCUMULATION      | ONS              |  |  |          | 1300  |                        |
| 7.     | E  | OTHER (Expla  | ain) SVC Loads        |                  |  |  | 1,35     | 0.00  | 1,350.00               |
| 8.     | S  | TOTAL INCRE   | ASES                  |                  |  |  | 147.35   | 0.00  | 147,350.00             |
| 9.     | GF   | ROSS ACCOUNT  | TABILITY              |                  | G  | OSS  | 147,35   | 0.00  | 147,350.00             |
| 10.    | D<br>E   | TRANSFERS     | TO OTHER DISBUR       | SING OFFICERS    | The state of the s | Committee of the Commit |          |       |                        |
| 11.    | C<br>R   | EXCHANGE L    | OSS ACCUMULATI        | ONS              | accour   | itability -  |          |       |                        |
| 12.    | E  | OTHER (Expla  | ain) SVC Sales        |                  |  | ecreases   | 1,17     | 5.00  | 1,175.00               |
| 13.    | S  | RETURNS<br>TO | a. Paid Voucher       | s 20,000.00      | b. Deposit Lie   |  |          |       |                        |
|        | E  | PRINCIPAL     | c. Other Returns      | (Explain) U.S. 1 | 00,440.00 FC   | 25,000.00, NI 735.00   | 146,17   | 5.00  | 146,175.00             |
| 14.    | S  | TOTAL DECR    |                       |                  | ⊌aı  | GHCE   | 147,35   | 0.00  | 147,350.00             |
| 15.    | AC   | COUNTABILITY  | Y - ENDING            |                  | STATE OF STATE OF  | Aller argin (Ph.   |          | 0.00  | 0.00                   |

This must equal the Ending Balance on the DD 1081

### DD 2665 - SECTION II (WHAT AM I DOING WITH WHAT HAPPENED)

| a. LIN | E                           | b. ELEMENT C    | F ACCOUNTABILIT   | Y                | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY AFTER TRANSFERS |
|--------|-----------------------------|-----------------|---|------------------|------------------------------------|----------------------------|-----------------------------------|
| 16.    | LIMITED DEPOSIT             | ORY             | UNITS   | RATE             |                                    |                            |                                   |
| 17.    | CASH ON HAND (              | J.S.)           |   |                  | 100,440.00                         | 100,440.00                 | 0.00                              |
| 18.    | CASH ON HAND                | a. ACCOMODATION | <b>UNITS</b> 2,500,000  | RATE 100         | 25,000                             | 25,000                     | 0.00                              |
|        | (Foreign)                   | b. OPERATING    | UNITS   | RATE             |                                    |                            |                                   |
| 19.    | PREPOSITIONED               | TREASURY CHECKS |   |                  |                                    |                            |                                   |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.) |   | Ethical Harrison | 735.00                             | 735.00                     | 0.0                               |
| 21.    | NEGOTIABLE INS<br>(Foreign) | TRUMENTS        |   | IRAS III         |                                    |                            |                                   |
| 22.    | MILITARY PAYME              | NT CERTIFICATES | cas   | shier's          |                                    |                            |                                   |
| 23.    | PAID VOUCHERS               |                 | accou   | ıntability       | 20,000.00                          | 20,000.00                  | 0.0                               |
| 24.    | FUNDS IN TRANSI             | T               | * BUSINESS STREET   | uments           |                                    |                            |                                   |
| 25.    | FUNDS WITH SUB              | AGENTS          | \$100 miles   100 m |                  |                                    |                            |                                   |
| 26.    | DEPOSIT TICKETS             | (not LDA)       | and   | cash on          |                                    |                            |                                   |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE | h   | and) Item        |                                    |                            |                                   |
| 28.    | CHECK OVERDRA               | FTS RECEIVABLE  |   |                  |                                    |                            |                                   |
| 29.    | LOSS OF FUNDS               |                 |   | return           |                                    |                            |                                   |
| 30.    | DEFERRED VOUC               | HERS            |   | prir             |                                    |                            |                                   |
| 31.    | OTHER (Explain)             |                 |   | (doci            |                                    |                            |                                   |
| 32.    | TOTAL AGENT AC              | COUNTABILITY    | NUMBER OF STREET  | (UUCL            | 146,175.00                         | 146,175.00                 | 0.0                               |



| a. LIN | E                           | b. ELEMENT C    | F ACCOUNTABILIT        | Y                        | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY<br>AFTER TRANSFERS |
|--------|-----------------------------|-----------------|------------------------|--------------------------|------------------------------------|----------------------------|--------------------------------------|
| 16.    | LIMITED DEPOSIT             | ORY             | UNITS                  | RATE                     |                                    |                            |                                      |
| 17.    | CASH ON HAND (              | J.S.)           |                        | F 7 - 6 00 15 11 15 5    | 100,440.00                         | 100,440.00                 | 0.00                                 |
| 18.    | CASH ON HAND                | a. ACCOMODATION | <b>UNITS</b> 2,500,000 | RATE 100                 | 25,000                             | 25,000                     | 0.00                                 |
|        | (Foreign)                   | b. OPERATING    | UNITS                  | RATE                     | 5 - 12 Feet (2015, 25 - 25)        | HE COMMONS                 | nasilise en                          |
| 19.    | PREPOSITIONED               | TREASURY CHECKS |                        | A Charles                | <b>建设设施设置</b>                      | <b>医</b> 管线 体切束            |                                      |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.) |                        |                          | 735.00                             | 735.00                     | 0.00                                 |
| 21.    | NEGOTIABLE INS<br>(Foreign) | TRUMENTS        | UNITS                  | RATE                     |                                    |                            |                                      |
| 22.    | MILITARY PAYME              | NT CERTIFICATES |                        |                          |                                    |                            |                                      |
| 23.    | PAID VOUCHERS               |                 | AND DESIGNATION OF     |                          | 20,000.00                          | 20,000.00                  | 0.00                                 |
| 24.    | FUNDS IN TRANS              | T. San San      |                        | No                       | applicable                         | 10 m 20 20                 |                                      |
| 25.    | FUNDS WITH SUB              | AGENTS          |                        |                          | Cashiers                           |                            |                                      |
| 26.    | DEPOSIT TICKETS             | (not LDA)       |                        | <b>从特票</b>               |                                    | <b>建设设施</b>                | Se 25 327 4 5                        |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE | atome eye Al           |                          |                                    |                            |                                      |
| 28.    | CHECK OVERDRA               | AFTS RECEIVABLE |                        |                          |                                    |                            |                                      |
| 29.    | LOSS OF FUNDS               |                 |                        |                          |                                    |                            |                                      |
| 30.    | DEFERRED VOUC               | HERS            |                        |                          |                                    |                            |                                      |
| 31.    | OTHER (Explain)             |                 | 447 J. 7 1878 A.       |                          | AT THE REAL PROPERTY.              |                            | STATE OF STATE                       |
| 32.    | TOTAL AGENT AC              | COUNTABILITY    | 10.52.20.10.20         | The State of the William | 146,175.00                         | 146,175.00                 | 0.00                                 |



| a. LIN |                             |                 |  |  | c. ACCOUNTABILITY BEFORE TRANSFERS   | d. RETURNS TO<br>PRINCIPAL   | e. ACCOUNTABILITY AFTER TRANSFERS  |
|--------|-----------------------------|-----------------|--|--|--|--|--|
| 16.    | LIMITED DEPOSIT             | ORY             | UNITS  | RATE   |  |  |  |
| 17.    | CASH ON HAND (              | J.S.)           | D. C.  |  | 100,440.00   | 100,440.00   | 0.00   |
| 18.    | CASH ON HAND                | a. ACCOMODATION | <b>UNITS</b> 2,500,000   | RATE 100   | 25,000   | 25,000   | 0.00   |
|        | (Foreign)                   | b. OPERATING    | UNITS  | RATE   |  | ny jesovana  | A PRESENTED VI   |
| 19.    | PREPOSITIONED               | TREASURY CHECKS |  |  | <b>经</b> 经验的基础的  |  |  |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.) |  |  | 735.00   | 735.00   | 0.00   |
| 21.    | NEGOTIABLE INS<br>(Foreign) | TRUMENTS        | UNITS  | RATE   |  |  |  |
| 22.    | MILITARY PAYME              | NT CERTIFICATES | bysical  |  |  | DI   | 3.00   |
| 23.    | PAID VOUCHERS               |                 | <del>hysical I</del>   | Dollar   | Dollars  | 20,000.00  | ysical Dall  |
| 24.    | FUNDS IN TRANS              | Transfer        | count be   | efore  | returned to  | 0  | count after  |
| 25.    | FUNDS WITH SUB              |                 | retur  | STREET, STREET | ACCUMENTATION OF THE PARTY OF T | Marie II   | returns  |
| 26.    | DEPOSIT TICKETS             | (not LDA)       | returi   | MARIE MANAGEMENT   | principal  |  | TELUTIS  |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE | DEPARTMENT NOTE  | NUMBER OF THE PROPERTY OF THE  | Se calculation   | ne cycal ma  | Acathra (Sala  |
| 28.    | CHECK OVERDRA               | FTS RECEIVABLE  | @ 839A   | TOTAL STATES   |  |  |  |
| 29.    | LOSS OF FUNDS               |                 | Constitution of the Consti | Envelo 100   | MORE ADVANCED  |  | A COLOR DE LA COLO |
| 30.    | DEFERRED VOUC               |                 |  |  |  | A Service of the serv |  |
| 31.    | OTHER (Explain)             |                 |  |  |  | 17,5849,050,5  | 0 25 40 10 5 40 0  |
| 32.    | TOTAL AGENT AC              | COUNTABILITY    | William Street   | CANAL SELECTION OF | 146,175.00   | 146,175.00   | 0.00   |



Today's business date exchange rate

| 07430566 |                   |                     |                        |               | exchange rate                      |                            |                                   |  |  |  |
|----------|-------------------|---------------------|------------------------|---------------|------------------------------------|----------------------------|-----------------------------------|--|--|--|
| SECTI    | ION II - DISTRIBU | MON OF AGENT        | ACCOUNTABIL            | ΠY            |                                    | HERMANNE MET               |                                   |  |  |  |
| a. LIN   | E                 | b. ELEMENT (        | OF ACCOUNTABILIT       | Y             | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY AFTER TRANSFERS |  |  |  |
| 16.      | LIMITED DEPOSIT   | ORY                 | UNITS                  | RATE          |                                    | State State                |                                   |  |  |  |
| 17.      | CASH ON HAND (    | U.S.)               |                        |               | 100,440.00                         | 100,440.00                 | 0.00                              |  |  |  |
| 18.      | CASH ON HAND      | a. ACCOMODATION     | <b>UNITS</b> 2,500,000 | RATE 100      | 25,000                             | 25,000                     | 0.00                              |  |  |  |
|          | (Foreign)         | b. OPERATING        | UNITS                  | RATE          | ESP (SVASHIDES)                    | nessy accesses             | GREET THE                         |  |  |  |
| 19.      | PREPOSITIONED     | TREASURY CHECKS     | ALCOVE ESS             | 43            | ALCO TEST                          | <b>医</b>                   |                                   |  |  |  |
| 20.      | NEGOTIABLE INS    | TRUMENTS (U.S.)     |                        |               | 735.00                             | 735.00                     | 0.00                              |  |  |  |
| 21.      | NEYOTIABUT INS    | TRUMENTS            | UNITS                  | RATE          |                                    |                            | <b>经验证据</b>                       |  |  |  |
| 22C      | ONULTIARY DAYINE  | ATCERTIFICATES      |                        | Div At a      | SIT MICHAEL MENTS                  | A SAME PARTY OF            |                                   |  |  |  |
| 23.00    | PAID:VOUCHERS     | 25000               |                        |               | 20,000.00                          | 20,000.00                  | 0.00                              |  |  |  |
| 24.      | FUNDS IN TRANS    | т у на              | Dollar v               | alue          | FC returned                        | to P                       | nysical FC                        |  |  |  |
| 25.      | FUNDS WITH SUB    | AGENTS -            | efore re               | turns         | principal                          |                            | ount after                        |  |  |  |
| 26.      | DEPOSIT TICKETS   | (not LDA)           |                        |               |                                    | BANK A CORE                | roturns                           |  |  |  |
| 27.      | DISHONORED CH     | ECKS RECEIVABLE     | ATTE AYEA              |               |                                    | ISSESSA                    | returns                           |  |  |  |
| 28.      | CHECK OVERDRA     | AFTS RECEIVABLE     |                        |               |                                    |                            |                                   |  |  |  |
| 29.      | LOSS OF FUNDS     | The Land Water      |                        | September 1   |                                    |                            |                                   |  |  |  |
| 30.      | DEFERRED VOUC     | HERS                |                        |               |                                    |                            |                                   |  |  |  |
| 31.      | OTHER (Explain)   | THE SECTION AS INC. |                        |               |                                    | Party at the same          | SS AVUIDANTO A                    |  |  |  |
| 32.      | TOTAL AGENT AC    | COUNTABILITY        | W. E. S. C. S.         | TALLS STORY D | 146,175.00                         | 146,175.00                 | 0.00                              |  |  |  |



| a. LIN | E                           | b. ELEMENT C      | F ACCOUNTABILIT  | Y  | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY AFTER TRANSFERS |
|--------|-----------------------------|-------------------|--|--|------------------------------------|----------------------------|-----------------------------------|
| 16.    | LIMITED DEPOSIT             | ORY               | UNITS  | RATE   |                                    |                            |                                   |
| 17.    | CASH ON HAND (              | J.S.)             |  | Y THE WHAT WAS   | 100,440.00                         | 100,440.00                 | 0.00                              |
| 18.    | CASH ON HAND                | a. ACCOMODATION   | <b>UNITS</b> 2,500,000   | RATE 100   | 25,000                             | 25,000                     | 0.00                              |
|        | (Foreign)                   | b. OPERATING      | UNITS  | RATE   |                                    |                            | The Park of the Control           |
| 19.    | PREPOSITIONED T             | TREASURY CHECKS   |  | A TOTAL DE L'ANDRES DE L'ANDRE |                                    |                            |                                   |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.)   |  |  | 735.00                             | 735.00                     | 0.0                               |
| 21.    | NEGOTIABLE INS<br>(Foreign) | TRUMENTS          | UNITS  | if a cashie  |                                    |                            |                                   |
| 22.    | MILITARY PAYME              | NT CERTIFICATES 1 | ny useu  | ii a casilic   |                                    |                            |                                   |
| 23.    | PAID VOUCHERS               | Wa                | is issued  | d a Treasur  | 20,000.00                          | 20,000.00                  | 0.0                               |
| 24.    | FUNDS IN TRANSI             | T Che             | ck on li   | ne 2h aboy   |                                    |                            |                                   |
| 25.    | FUNDS WITH SUB              | AGENTS            |  |  |                                    |                            |                                   |
| 26.    | DEPOSIT TICKETS             | (not LDA)         | d the ch   | eck was no   | CONTRACTOR OF                      | <b>公司出版公司</b>              | ole with the p                    |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE   | US   | sed.   |                                    | ecycal made                | aramety.                          |
| 28.    | CHECK OVERDRA               | FTS RECEIVABLE    |  |  |                                    |                            |                                   |
| 29.    | LOSS OF FUNDS               |                   |  |  |                                    |                            |                                   |
| 30.    | DEFERRED VOUC               | HERS              |  |  |                                    |                            |                                   |
| 31.    | OTHER (Explain)             |                   |  |  |                                    |                            |                                   |
| 32.    | TOTAL AGENT AC              | COUNTABILITY      | DEF OLD SERVICE OF THE PARTY OF | CAN SECTION AND PROPERTY.  | 146,175.00                         | 146,175.00                 | 0.00                              |



| a. LIN | Œ                           | b. ELEMENT C                  | F ACCOUNTABILITY   | Y                                  | c. ACCOUNTABILITY BEFORE TRANSFERS   | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY AFTER TRANSFERS  |
|--------|-----------------------------|-------------------------------|--|------------------------------------|--|----------------------------|--|
| 16.    | LIMITED DEPOSIT             | ORY                           | UNITS  | RATE                               |  |                            |  |
| 17.    | CASH ON HAND (              | J.S.)                         |  | The Substitute                     | 100,440.00   | 100,440.00                 | 0.00   |
| 18.    | CASH ON HAND                | a. ACCOMODATION               | <b>UNITS</b> 2,500,000   | RATE 100                           | 25,000   | 25,000                     | 0.00   |
|        | (Foreign)                   | b. OPERATING                  | UNITS  | RATE                               | 69 (28) (31) (35)  | HERE TO PROPERTY.          | no de la companya de |
| 19.    | PREPOSITIONED               | TREASURY CHECKS               |  | A STATE OF THE                     | <b>建设设施,从设置建设设施</b>  | <b>建二级体况</b>               |  |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.)               |  |                                    | 735.00   | 735.00                     | 0.00   |
| 21.    | NEGOTIABLE INS<br>(Foreign) | TRUMENTS                      | UNITS  | RATE                               |  |                            |  |
| 22.    | MILITARY PAYME              | NT CERTIFICATES               |  |                                    |  |                            |  |
| 23.    | PAID VOUCHERS               | SALL SECTION OF STREET        |  |                                    | 20,000.00  | 20,000.00                  | 0.00   |
| 24.    | FUNDS IN TRANS              | <sup>T</sup> Cashed o         | hecks h  | efore                              |  | C                          | necks afte   |
| 25.    | FUNDS WITH SUB              | AGENTS                        | aturns   |                                    | A SHOW THE SECOND  |                            | roturns  |
| 26.    | DEPOSIT TICKETS             | (not LDA)                     | eturns   |                                    |  |                            | returns  |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE .             | Batch Liet  ### (9BA187AB-8448-4A2F-86BE-0552A701702D)  Date: 07/14/2009 1:10:53PM   | A                                  |  | C A A BAN                  | Avenue a serva   |
| 28.    | CHECK OVERDRA               | FTS RECEIVABLE                | Anna and anna and anna and anna anna ann   | 200                                | No. of the last of |                            |  |
| 29.    | LOSS OF FUNDS               | KEY - (Status: (A)pp  S T     | No. Check No.  | Amount Configurable Fields         | Check  | 5                          | e de riverie de  |
| 30.    | DEFERRED VOUC               | HERS. YOUR FRANCIAL INSTITU   | POSTAL MONEY ORDER   | \$80.00 SSN: 385917411             | returne  | to                         |  |
| 31.    | OTHER (Explain)             | A N 180100-10/390/00/00/10/39 | FETTER OLLAS 1 COMMENTS IN THE U.S. AND POSSESSORS  ### CONTRACTORS IN THE U.S. AND POSSESSORS  ### CONTRACTORS IN THE U.S. AND POSSESSORS  #### CONTRACTORS IN THE U.S. AND POSSESSORS  ################################# | \$100.00 SSN: 83503323             | princip  | THE PERSON NAMED OF STREET |  |
| 32.    | TOTAL AGENT AC              | A N 180109770240400000100     | 06 27 00 18 Austin. TERMS 530231650 #2 - 2247100 14 - 408  | 2227 35111542-<br>2715444 150100 N | 946,175.90   | 146,175.00                 | 0.00   |



| a. LIN | E               | b. ELEMENT C                  | F ACCOUNTABILIT        | Y             | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY<br>AFTER TRANSFERS |
|--------|-----------------|-------------------------------|------------------------|---------------|------------------------------------|----------------------------|--------------------------------------|
| 16.    | LIMITED DEPOSIT | ORY                           | UNITS                  | RATE          |                                    |                            |                                      |
| 17.    | CASH ON HAND (  | U.S.)                         |                        | THE MANUEL    | 100,440.00                         | 100,440.00                 | 0.00                                 |
| 18.    | CASH ON HAND    | a. ACCOMODATION               | <b>UNITS</b> 2,500,000 | RATE 100      | 25,000                             | 25,000                     | 0.00                                 |
|        | (Foreign)       | b. OPERATING                  | UNITS                  | RATE          |                                    |                            | The Report of                        |
| 19.    | PREPOSITIONED T | PREPOSITIONED TREASURY CHECKS |                        |               |                                    | <b>经</b> 与股份等              |                                      |
| 20.    | NEGOTIABLE INS  | IEGOTIABLE INSTRUMENTS (U.S.) |                        |               |                                    | 735.00                     | 0.00                                 |
| 21.    | NEGOTIABLE INST | TRUMENTS                      | UNITS                  | RATE          |                                    |                            |                                      |
| 22.    | MILITARY PAYME  | MILITARY PAYMENT CERTIFICATES |                        |               |                                    |                            |                                      |
| 23.    | PAID VOUCHERS   |                               | AND SHOW               |               | 20,000.00                          | 20,000.00                  | 0.0                                  |
| 24.    | FUNDS IN TRANSI | T                             |                        | Not           | applicable                         |                            |                                      |
| 25.    | FUNDS WITH SUB  | AGENTS                        |                        |               | Cashiers                           |                            |                                      |
| 26.    | DEPOSIT TICKETS | (not LDA)                     | AND STREET             |               |                                    | <b>公司出版</b> (1)公司          | 80 mil 12 14 18                      |
| 27.    | DISHONORED CH   | ECKS RECEIVABLE               | arene eyezi            |               |                                    |                            |                                      |
| 28.    | CHECK OVERDRA   | AFTS RECEIVABLE               |                        |               |                                    |                            | 2002                                 |
| 29.    | LOSS OF FUNDS   |                               |                        | TO MANAGEMENT |                                    |                            |                                      |
| 30.    | DEFERRED VOUC   | HERS                          |                        |               |                                    |                            |                                      |
| 31.    | OTHER (Explain) |                               |                        |               |                                    |                            |                                      |
| 32.    | TOTAL AGENT AC  | COUNTABILITY                  | WILLSON THE            | THE PURPLE.   | 146,175.00                         | 146,175.00                 | 0.0                                  |



| a. LIN | E                           | b. ELEMENT C   | F ACCOUNTABILIT                                  | Y                                     | c. ACCOUNTABILITY BEFORE TRANSFERS   | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY<br>AFTER TRANSFERS |
|--------|-----------------------------|--|--|---------------------------------------|--|----------------------------|--------------------------------------|
| 16.    | LIMITED DEPOSIT             | ORY  | UNITS  | RATE                                  |  |                            |                                      |
| 17.    | CASH ON HAND (              | J.S.)  |  | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | 100,440.00   | 100,440.00                 | 0.00                                 |
| 18.    | CASH ON HAND                |  |  | RATE 100                              | 25,000   | 25,000                     | 0.00                                 |
|        | (Foreign)                   | oreign) b. OPERATING UNITS   |  | RATE                                  | 2240120  |                            | TO SERVICE OF                        |
| 19.    | PREPOSITIONED               | PREPOSITIONED TREASURY CHECKS  |  |                                       |  | <b>建造物体的</b>               |                                      |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.)  |  | 735.00                                | 735.00   | 0.00                       |                                      |
| 21.    | NEGOTIABLE INS<br>(Foreign) | THE STATE OF THE PARTY OF THE STATE OF THE S |  |                                       |  |                            |                                      |
| 22.    | MILITARY PAYME              | NT CERTIFICATES  |  |                                       |  |                            |                                      |
| 23.    | PAID VOUCHERS               | PAID VOUCHERS  |  |                                       |  | 20,000.00                  | 0.0                                  |
| 24.    | FUNDS IN TRANSI             | T  |  | Not                                   | pplicable  |                            |                                      |
| 25.    | FUNDS WITH SUB              | AGENTS   |  |                                       | Cashiers   |                            |                                      |
| 26.    | DEPOSIT TICKETS             | (not LDA)  |  |                                       | Street Line of the |                            | 0.000                                |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE  | atime eye al                                     |                                       |  |                            |                                      |
| 28.    | CHECK OVERDRA               | FTS RECEIVABLE   |  |                                       |  |                            |                                      |
| 29.    | LOSS OF FUNDS               | LOSS OF FUNDS  |  |                                       |  |                            |                                      |
| 30.    | DEFERRED VOUC               | DEFERRED VOUCHERS  |  |                                       |  |                            |                                      |
| 31.    | OTHER (Explain)             |  | 84 (1) J. S. |                                       |  | 7,5810,050,0520            |                                      |
| 32.    | TOTAL AGENT AC              | COUNTABILITY   | W. S. Land Berger                                | TURE RUNNINGS                         | 146,175.00   | 146,175.00                 | 0.0                                  |



| a. LIN | Œ                              | b. ELEMENT C   | OF ACCOUNTABILIT   | Y  | c. ACCOUNTABILITY BEFORE TRANSFERS   | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY AFTER TRANSFERS  |
|--------|--------------------------------|--|--|--|--|----------------------------|--|
| 16.    | LIMITED DEPOSIT                | ORY  | UNITS  | RATE   |  |                            |  |
| 17.    | CASH ON HAND (                 | J.S.)  | Control of the   |  | 100,440.00   | 100,440.00                 | 0.00   |
| 18.    | CASH ON HAND                   | a. ACCOMODATION  | <b>UNITS</b> 2,500,000   | RATE 100   | 25,000   | 25,000                     | 0.00   |
|        | (Foreign)                      | b. OPERATING   | UNITS  | RATE   |  | THE SECTION SHE            | The second second  |
| 19.    | PREPOSITIONED T                | TREASURY CHECKS  |  | (#13) = 12 miles   |  |                            |  |
| 20.    | NEGOTIABLE INS                 | TRUMENTS (U.S.)  |  |  | 735.00   | 735.00                     | 0.00   |
| 21.    | NEGOTIABLE INS<br>(Foreign)    | EGOTIABLE INSTRUMENTS UNITS RATE preign)   |  |  |  |                            |  |
| 22.    | MILITARY PAYME                 | NT CERTIFICATES  |  |  |  | State and the state of     |  |
| 23.    | PAID VOUCHERS                  | AID VOUCHERS   |  |  |  | 20,000.00                  | 0.00   |
| 24.    | FUNDS IN TRANSI                | T  |  |  | <b>有人类型人类类型</b>  |                            |  |
| 25.    | FUNDS WITH SUB                 | 45 (S. S. S   |  | <b>设计员沿发标题</b>   | The state of the s |                            |  |
| 26.    | DEPOSIT TICKETS                | (not LDA)Paid  | Voucher  | s before   |  |                            |  |
| 27.    |                                | ECKS RECEIVABLE  | roturn   | A STATE OF THE STA | D.   | The second of the second   | Paid   |
| 28.    | CHECK OVERDRA                  | AFTS RECEIVABLE  | I CLUIT  | 15   |  | ild                        | Pald   |
| 29.    | LOSS OF FUNDS                  |  | REFORM PURCHASES AND DEED REPORT OF THE PERSON OF T  | ACTIVE AMERICAN PROCEED  ACTIVE ARE FORCE ENLISTED   | Vou  | hers                       | Voucher  |
| 30.    | DEFERRED VOUC                  | HERS   | LIC VOLUCEER FOR PURCHASES AND MEET COME.  CONTROL THAN PERSONAL  CONTROL DESCRIPTION OF THE PERSONAL OF | Section 2012 To 10 | rotur  | ned to                     | after retu   |
| 31.    | OTHER (Explain)                | 7 2000   4 2000   1 2 | NAME OF THE PARTY  | 1   1   1   1   1   1   1   1   1   1  | I COI  | ied to                     | arter retu   |
| 32.    | TOTAL AGENT AC                 | COUNTABILITY   |  | 100    | 146 076.001  | CIPal146,175.00            | 0.00   |
| 1000   | THE PERSON NAMED IN COLUMN TWO |  |  |  | CONTRACTOR PROPERTY.   | CENTROS SAVORORS VIPES     | OLTONO DE LOS DE LA COLOR DE L |



| a. LIN | E                           | b. ELEMENT C    | F ACCOUNTABILIT        | Υ  | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL                      | e. ACCOUNTABILITY<br>AFTER TRANSFERS |
|--------|-----------------------------|-----------------|------------------------|--|------------------------------------|---|--------------------------------------|
| 16.    | LIMITED DEPOSIT             | ORY             | UNITS                  | RATE   |                                    |   |                                      |
| 17.    | CASH ON HAND (              | J.S.)           |                        | The State of the S | 100,440.00                         | 100,440.00                                      | 0.00                                 |
| 18.    | CASH ON HAND                | a. ACCOMODATION | <b>UNITS</b> 2,500,000 | RATE 100   | 25,000                             | 25,000  | 0.00                                 |
|        | (Foreign)                   | b. OPERATING    | UNITS                  | RATE   |                                    | Resident Control                                | 10211892                             |
| 19.    | PREPOSITIONED               | TREASURY CHECKS |                        | A STATE OF THE   | 18 A 18 E 18 E                     | <b>经</b> 与经济(3)等                                |                                      |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.) |                        | 735.00   | 735.00                             | 0.00  |                                      |
| 21.    | NEGOTIABLE INS<br>(Foreign) | TRUMENTS        | UNITS                  | RATE   |                                    |   |                                      |
| 22.    | MILITARY PAYME              | NT CERTIFICATES |                        |  |                                    |   |                                      |
| 23.    | PAID VOUCHERS               |                 | AND DESIGNATION OF     | 20,000.00  | 20,000.00                          | 0.00  |                                      |
| 24.    | FUNDS IN TRANSI             | Т               |                        |  |                                    |   |                                      |
| 25.    | FUNDS WITH SUB              | AGENTS          |                        | to   | Cashiers                           |   |                                      |
| 26.    | DEPOSIT TICKETS             | (not LDA)       |                        |  |                                    |   | NEWS COLUMN                          |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE | atime eye al           |  |                                    | Service of the service of                       |                                      |
| 28.    | CHECK OVERDRA               | FTS RECEIVABLE  |                        |  |                                    |   |                                      |
| 29.    | LOSS OF FUNDS               |                 |                        |  | SECTION SECTION                    |   |                                      |
| 30.    | DEFERRED VOUC               | HERS            |                        |  |                                    |   |                                      |
| 31.    | OTHER (Explain)             |                 | 4470 July 1848 18      |  |                                    | 17 18 19 18 18 18 18 18 18 18 18 18 18 18 18 18 |                                      |
| 32.    | TOTAL AGENT AC              | COUNTABILITY    | W 12 30 1 1 1 2 1      | THE RESERVE LEADS  | 146,175.00                         | 146,175.00                                      | 0.00                                 |



| a. LIN | E                           | b. ELEMENT C   | F ACCOUNTABILIT                | Y  |   | NTABILITY<br>TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. Accountability<br>After Transfers   |
|--------|-----------------------------|--|--------------------------------|--|---|------------------------|----------------------------|--|
| 16.    | LIMITED DEPOSIT             | ORY  | UNITS                          | RATE   |   |                        |                            |  |
| 17.    | CASH ON HAND (              | J.S.)  |                                | Will State of the  | 0.785   | 100,440.00             | 100,440.00                 | 0.00   |
| 18.    | CASH ON HAND                |  |                                | RATE 100   | Contract of the                                 | 25,000                 | 25,000                     | 0.00   |
|        | (Foreign)                   | b. OPERATING   | UNITS                          | CHIEV applicab   | le  | SURE STREET            | Estate Sweet               | The state of the s |
| 19.    | PREPOSITIONED T             | PREPOSITIONED TREASURY CHECKS  |                                |  | s   | (1)                    |                            |  |
| 20.    | NEGOTIABLE INS              | TRUMENTS (U.S.)  |                                | out with Payir   | ng  | 735.00                 | 735.00                     | 0.00   |
| 21.    | NEGOTIABLE INS<br>(Foreign) | THE STATE OF |                                |  |   |                        |                            |  |
| 22.    | MILITARY PAYME              | MILITARY PAYMENT CERTIFICATES  |                                | Cashlers   | 1   |                        |                            |  |
| 23.    | PAID VOUCHERS               | PAID VOUCHERS  |                                | STATEMENT OF AGENT OFFICER'S ACCOUNT  STATEMENT OFFICER'S A | - 80  | 20,000.00              | 20,000.00                  | 0.00   |
| 24.    | FUNDS IN TRANSI             | FUNDS IN TRANSIT   |                                |  |   | E SHOW                 |                            |  |
| 25.    | FUNDS WITH SUB              | AGENTS   |                                | Income Income  |   |                        |                            |  |
| 26.    | DEPOSIT TICKETS             | (not LDA)  |                                | 1 55/10 (1000)  1 10 (1000)  3 10 (1000)  4 10 (1000)  4 10 (1000)  4 10 (1000)  4 10 (1000)  5 10 (1000)  6  | B(0)  | ALL MARKET             |                            |  |
| 27.    | DISHONORED CH               | ECKS RECEIVABLE  | attimeters a                   | A discontinuing (Apple)      Note the control of the Control       |   | A 30 / 434             | Consultation               | Acetine (year)   |
| 28.    | CHECK OVERDRA               | FTS RECEIVABLE   | MANAGEM N                      | STATEMENTS  ON ADMANCE: I MARK REMINISTER PRIOR AMOON OF THE MARK REMINISTER AMOON OF THE MARK REMINIST | RIVE<br>BONE, HANNS<br>POR, INWILL<br>I'V BINGS | ALCONOMIC STREET       |                            |  |
| 29.    | LOSS OF FUNDS               |  |                                | ACCIS MARIO DA SE ALGARI CERCOS.  CONTROLLA SE PLANCE CONTROLLA CO | 1 MANUE<br>23 Add AND                           | glowing alex           |                            |  |
| 30.    | DEFERRED VOUC               | HERS   |                                | ON RETURN: INVOLVENCING PANCE AND IN.  THERE AS RECARDED ON THE STATEMENT FROM this ABOVE. THE ABOVE STATEMENT FROM THE ABOVE.   | P ACCOUNT                                       |                        |                            |  |
| 31.    | OTHER (Explain)             |  | 440 J. Charles                 | THE DATE OF SHIP OF SH |   |                        |                            | STATE OF STATE   |
| 32.    | TOTAL AGENT AC              | COUNTABILITY   | With the state of the state of |  | array 18  | 146,175.00             | 146,175.00                 | 0.00   |



| a. LIN | E               | b. ELEMENT C                                | F ACCOUNTABILIT | Y                   | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY<br>AFTER TRANSFERS |
|--------|-----------------|---|-----------------|---------------------|------------------------------------|----------------------------|--------------------------------------|
| 16.    | LIMITED DEPOSIT | ORY   | UNITS           | RATE                |                                    |                            |                                      |
| 17.    | CASH ON HAND (  | J.S.)                                       |                 | F 7 8 (A HALL 25 A) | 100,440.00                         | 100,440.00                 | 0.00                                 |
| 18.    | CASH ON HAND    | ASH ON HAND a. ACCOMODATION UNITS 2,500,000 |                 | RATE 100            | 25,000                             | 25,000                     | 0.00                                 |
|        | (Foreign)       | b. OPERATING                                | UNITS           | RATE                |                                    |                            | TO STATE OF                          |
| 19.    | PREPOSITIONED T | TREASURY CHECKS                             |                 | # State Land        | <b>可用使用"对手是否可</b> "                | <b>建造物的</b>                |                                      |
| 20.    | NEGOTIABLE INS  | TRUMENTS (U.S.)                             |                 | 735.00              | 735.00                             | 0.0                        |                                      |
| 21.    | NEGOTIABLE INST | TRUMENTS                                    | UNITS           | RATE                |                                    |                            |                                      |
| 22.    | MILITARY PAYME  | NT CERTIFICATES                             |                 |                     |                                    |                            |                                      |
| 23.    | PAID VOUCHERS   |   | AND SHOUSE      | 20,000.00           | 20,000.00                          | 0.0                        |                                      |
| 24.    | FUNDS IN TRANSI | T.  |                 | App                 | icable to                          |                            |                                      |
| 25.    | FUNDS WITH SUB  | AGENTS                                      |                 | DA                  | and above                          |                            |                                      |
| 26.    | DEPOSIT TICKETS | (not LDA)                                   |                 |                     |                                    |                            |                                      |
| 27.    | DISHONORED CH   | ECKS RECEIVABLE                             | atime eye al    | 107                 |                                    | E CYCAL III                |                                      |
| 28.    | CHECK OVERDRA   | FTS RECEIVABLE                              |                 |                     |                                    |                            |                                      |
| 29.    | LOSS OF FUNDS   |   |                 |                     |                                    |                            |                                      |
| 30.    | DEFERRED VOUC   | HERS  |                 |                     |                                    |                            |                                      |
| 31.    | OTHER (Explain) |   |                 |                     |                                    | 7,1819,850,320             | 55 (50)                              |
| 32.    | TOTAL AGENT AC  | COUNTABILITY                                | William Control | THE RESIDENCE OF    | 146,175.00                         | 146,175.00                 | 0.0                                  |



| a. LIN | E                             | b. ELEMENT C                  | OF ACCOUNTABILIT      | Y                  | c. ACCOUNTABILITY BEFORE TRANSFERS   | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY AFTER TRANSFERS |
|--------|-------------------------------|-------------------------------|-----------------------|--------------------|--|----------------------------|-----------------------------------|
| 16.    | LIMITED DEPOSIT               | ORY                           | UNITS                 | RATE               |  |                            |                                   |
| 17.    | CASH ON HAND (                | J.S.)                         |                       | F F S (A Source of | 100,440.00   | 100,440.00                 | 0.00                              |
| 18.    | CASH ON HAND                  |                               |                       | RATE 100           | 25,000   | 25,000                     | 0.00                              |
|        | (Foreign)                     | b. OPERATING                  | UNITS                 | RATE               |  | Esta Company               | no all lines and                  |
| 19.    | PREPOSITIONED                 | TREASURY CHECKS               |                       | A STATE OF THE     | 2000年13日1日   | <b>经</b> 国经济第              |                                   |
| 20.    | NEGOTIABLE INS                | NEGOTIABLE INSTRUMENTS (U.S.) |                       |                    |  | 735.00                     | 0.00                              |
| 21.    | NEGOTIABLE INS<br>(Foreign)   | TRUMENTS                      | UNITS                 | RATE               |  |                            |                                   |
| 22.    | MILITARY PAYMENT CERTIFICATES |                               |                       |                    |  |                            |                                   |
| 23.    | PAID VOUCHERS                 |                               | AND SHOW              |                    | 20,000.00  | 20,000.00                  | 0.0                               |
| 24.    | FUNDS IN TRANSI               | T.                            |                       | App                | icable to  |                            |                                   |
| 25.    | FUNDS WITH SUB                | AGENTS                        |                       | DA a               | and above  |                            |                                   |
| 26.    | DEPOSIT TICKETS               | (not LDA)                     | With the said         |                    |  | <b>建筑市的位置</b>              |                                   |
| 27.    | DISHONORED CH                 | ECKS RECEIVABLE               |                       |                    |  |                            |                                   |
| 28.    | CHECK OVERDRA                 | FTS RECEIVABLE                |                       |                    |  |                            |                                   |
| 29.    | LOSS OF FUNDS                 |                               |                       |                    | SECTION OF THE P   |                            |                                   |
| 30.    | DEFERRED VOUC                 | DEFERRED VOUCHERS             |                       |                    |  |                            |                                   |
| 31.    | OTHER (Explain)               |                               | 35470 July 2 Sept. 18 |                    | THE RESERVE OF THE PARTY OF THE | 7,1819,853,322             |                                   |
| 32.    | TOTAL AGENT AC                | COUNTABILITY                  | William State         | WEST STREET, ST.   | 146,175.00   | 146,175.00                 | 0.00                              |



| a. LIN | E                             | b. ELEMENT C                  | F ACCOUNTABILIT        | Y             | c. ACCOUNTABILITY BEFORE TRANSFERS   | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY<br>AFTER TRANSFERS |
|--------|-------------------------------|-------------------------------|------------------------|---------------|--|----------------------------|--------------------------------------|
| 16.    | LIMITED DEPOSIT               | ORY                           | UNITS                  | RATE          |  |                            |                                      |
| 17.    | CASH ON HAND (                | J.S.)                         |                        | The surround  | 100,440.00   | 100,440.00                 | 0.00                                 |
| 18.    | CASH ON HAND                  | a. ACCOMODATION               | <b>UNITS</b> 2,500,000 | RATE 100      | 25,000   | 25,000                     | 0.00                                 |
|        | (Foreign)                     | b. OPERATING                  | UNITS                  | RATE          |  |                            | TO BUILDING OF REAL PROPERTY.        |
| 19.    | PREPOSITIONED                 | PREPOSITIONED TREASURY CHECKS |                        |               |  | <b>建二元 4 3</b> 5           |                                      |
| 20.    | NEGOTIABLE INS                | NEGOTIABLE INSTRUMENTS (U.S.) |                        |               |  | 735.00                     | 0.00                                 |
| 21.    | NEGOTIABLE INS<br>(Foreign)   | TRUMENTS                      | UNITS                  | RATE          |  |                            |                                      |
| 22.    | MILITARY PAYMENT CERTIFICATES |                               |                        |               |  |                            |                                      |
| 23.    | PAID VOUCHERS                 | PAID VOUCHERS                 |                        |               |  | 20,000.00                  | 0.00                                 |
| 24.    | FUNDS IN TRANSI               | T                             |                        | A             | oplicable to   |                            |                                      |
| 25.    | FUNDS WITH SUB                | AGENTS                        |                        | D/            | and above  |                            |                                      |
| 26.    | DEPOSIT TICKETS               | (not LDA)                     |                        |               |  | Sales Office               |                                      |
| 27.    | DISHONORED CH                 | ECKS RECEIVABLE               | STOTE OF SAL           |               | tere coals in the coals  |                            |                                      |
| 28.    | CHECK OVERDRA                 | FTS RECEIVABLE                |                        |               |  |                            |                                      |
| 29.    | LOSS OF FUNDS                 | LOSS OF FUNDS                 |                        |               |  |                            |                                      |
| 30.    | DEFERRED VOUC                 | DEFERRED VOUCHERS             |                        |               |  |                            |                                      |
| 31.    | OTHER (Explain)               |                               | 440 125 150            |               | PARTY OF THE PARTY |                            | STATE OF STATE OF                    |
| 32.    | TOTAL AGENT AC                | COUNTABILITY                  | William State          | The Reservoir | 146,175.00   | 146,175.00                 | 0.00                                 |



| a. LIN | iE b. ELEMENT  | OF ACCOUNTABILITY  | c. Accountability<br>Before Transfers | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY AFTER TRANSFERS |
|--------|--|--|---------------------------------------|----------------------------|-----------------------------------|
| 16.    | LIMITED DEPOSITORY LOSS  | O'NITSUNGS RATE  |                                       |                            |                                   |
| 17.    | CASH ON HAND (U.S.)  |  | 100,440.00                            | 100,440.00                 | 0.00                              |
| 18.    | CASH ON HAN JOSEPHAL VOCIBER 2.7. No. 1  | TS 2500,000 d 85E d 00   | 25,000                                | 25,000                     | 0.00                              |
|        | (Foreign)  | TS on a OFF  |                                       | RECEIVED.                  |                                   |
| 19.    | PREPOSITION (as of from the control of from th | 1017-G.  |                                       |                            |                                   |
| 20.    | NEGOTIABLE   | Must be  | 735.00                                | 735.00                     | 0.00                              |
| 21.    | NEGOTIABLE<br>(Foreign)  | reported on  |                                       |                            |                                   |
| 22.    | MILITARY PAY   | the DD 2665  |                                       |                            |                                   |
| 23.    | PAID VOUC <mark>HE</mark>  | and  | 20,000.00                             | 20,000.00                  | 0.00                              |
| 24.    | FUNDS IN TRA   | returned on  |                                       |                            |                                   |
| 25.    | FUNDS WITH S   | the DD1081   |                                       |                            |                                   |
| 26.    | DEPOSIT TICKETS (not LDA)  | SCHOOL STATE OF THE STATE OF TH |                                       | Sales Andre                |                                   |
| 27.    | DISHONORED CHECKS RECEIVABLE   |  |                                       |                            |                                   |
| 28.    | CHECK OVERDRAFTS RECEIVABLE  |  |                                       |                            |                                   |
| 29.    | LOSS OF FUNDS  |  |                                       |                            |                                   |
| 30.    | DEFERRED VOUCHERS  |  |                                       |                            |                                   |
| 31.    | OTHER (Explain)  |  |                                       | 2000 ST 1000               | RECORD DESIGNATION OF             |
| 32.    | TOTAL AGENT ACCOUNTABILITY   | AND DESCRIPTION OF SERVICE SERVICES.   | 146,175.00                            | 146,175.00                 | 0.00                              |



| a. LIN | E                             | b. ELEMENT C                  | F ACCOUNTABILIT | Y   | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY<br>AFTER TRANSFERS   |
|--------|-------------------------------|-------------------------------|-----------------|---|------------------------------------|----------------------------|--|
| 16.    | LIMITED DEPOSIT               | ORY                           | UNITS           | RATE  |                                    |                            |  |
| 17.    | CASH ON HAND (                | J.S.)                         |                 | F 17 5 (0.75 (1953)   | 100,440.00                         | 100,440.00                 | 0.00   |
| 18.    | CASH ON HAND                  |                               |                 | RATE 100  | 25,000                             | 25,000                     | 0.00   |
|        | (Foreign)                     | b. OPERATING                  | UNITS           | RATE  |                                    | Programme Control          | The State of the S |
| 19.    | PREPOSITIONED                 | TREASURY CHECKS               |                 | 4 3 4 2 30  |                                    | <b>建造物的</b>                |  |
| 20.    | NEGOTIABLE INS                | NEGOTIABLE INSTRUMENTS (U.S.) |                 |   |                                    | 735.00                     | 0.00   |
| 21.    | NEGOTIABLE INS<br>(Foreign)   | TRUMENTS                      | UNITS           | RATE  |                                    |                            |  |
| 22.    | MILITARY PAYMENT CERTIFICATES |                               |                 |   |                                    |                            |  |
| 23.    | PAID VOUCHERS                 |                               |                 |   | 20,000.00                          | 20,000.00                  | 0.00   |
| 24.    | FUNDS IN TRANSI               | T                             |                 | Αp  | olicable to                        |                            |  |
| 25.    | FUNDS WITH SUB                | AGENTS                        |                 | DA  | and above                          |                            |  |
| 26.    | DEPOSIT TICKETS               | (not LDA)                     |                 | APPENDENCE OF THE PARTY OF THE |                                    |                            | 98 25 P. J. J. J.  |
| 27.    | DISHONORED CH                 | ECKS RECEIVABLE               | arame eye Al    |   |                                    |                            | a conseque   |
| 28.    | CHECK OVERDRA                 | FTS RECEIVABLE                |                 |   |                                    |                            |  |
| 29.    | LOSS OF FUNDS                 |                               |                 |   |                                    |                            |  |
| 30.    | DEFERRED VOUC                 | HERS                          |                 |   |                                    |                            |  |
| 31.    | OTHER (Explain)               |                               |                 |   |                                    | 75899750                   |  |
| 32.    | TOTAL AGENT AC                | COUNTABILITY                  | William State   | THE RESERVED IN   | 146,175.00                         | 146,175.00                 | 0.00   |



| a. LIN | E                             | b. ELEMENT C                  | F ACCOUNTABILIT    | Y        | c. ACCOUNTABILITY BEFORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTABILITY<br>AFTER TRANSFERS |
|--------|-------------------------------|-------------------------------|--------------------|----------|------------------------------------|----------------------------|--------------------------------------|
| 16.    | LIMITED DEPOSIT               | ORY                           | UNITS              | RATE     |                                    |                            |                                      |
| 17.    | CASH ON HAND (                | J.S.)                         |                    |          | 100,440.00                         | 100,440.00                 | 0.00                                 |
| 18.    | CASH ON HAND                  |                               |                    | RATE 100 | 25,000                             | 25,000                     | 0.00                                 |
|        | (Foreign)                     | b. OPERATING                  | UNITS              | RATE     |                                    |                            | TO SELLING THE RESERVE               |
| 19.    | PREPOSITIONED                 | TREASURY CHECKS               |                    | 4.3      | PART A TRACTA                      | <b>建造物体的</b>               |                                      |
| 20.    | NEGOTIABLE INS                | NEGOTIABLE INSTRUMENTS (U.S.) |                    |          |                                    | 735.00                     | 0.00                                 |
| 21.    | NEGOTIABLE INS<br>(Foreign)   | TRUMENTS                      | UNITS              | RATE     |                                    |                            |                                      |
| 22.    | MILITARY PAYMENT CERTIFICATES |                               |                    |          |                                    |                            |                                      |
| 23.    | PAID VOUCHERS                 |                               | AND DESIGNATION OF |          | 20,000.00                          | 20,000.00                  | 0.00                                 |
| 24.    | FUNDS IN TRANSI               | T                             |                    | Not      | applicable                         |                            |                                      |
| 25.    | FUNDS WITH SUB                | AGENTS                        |                    | to       | Cashiers                           |                            |                                      |
| 26.    | DEPOSIT TICKETS               | (not LDA)                     |                    |          |                                    |                            | 98 25 P. J. J. J.                    |
| 27.    | DISHONORED CH                 | ECKS RECEIVABLE               | atome eye Al       |          |                                    |                            | a conseque                           |
| 28.    | CHECK OVERDRA                 | FTS RECEIVABLE                |                    |          |                                    |                            |                                      |
| 29.    | LOSS OF FUNDS                 |                               |                    |          |                                    |                            |                                      |
| 30.    | DEFERRED VOUC                 | HERS                          |                    |          |                                    |                            |                                      |
| 31.    | OTHER (Explain)               |                               |                    |          |                                    |                            |                                      |
| 32.    | TOTAL AGENT AC                | COUNTABILITY                  |                    |          | 146,175.00                         | 146,175.00                 | 0.00                                 |

| a. LIN | E                             | b. ELEMENT C                            | F ACCOUNTABILIT        | Y            |           | OUNTABILITY<br>ORE TRANSFERS | d. RETURNS TO<br>PRINCIPAL | e. ACCOUNTAI<br>AFTER TRANSF          |         |
|--------|-------------------------------|---|------------------------|--------------|-----------|------------------------------|----------------------------|---------------------------------------|---------|
| 16.    | LIMITED DEPOSIT               | ORY                                     | UNITS                  | RATE         |           |                              |                            | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | and the |
| 17.    | CASH ON HAND (                | J.S.)                                   |                        |              | 0.785     | 100,440.00                   | 100,440.00                 |                                       | 0.00    |
| 18.    | CASH ON HAND                  | a. ACCOMODATION                         | <b>UNITS</b> 2,500,000 | RATE 100     | TOWN.     | 25,000                       | 25,000                     |                                       | 0.00    |
|        | (Foreign)                     | b. OPERATING                            | UNITS                  | RATE         |           | 788 000                      | 188                        | Deal Hester                           |         |
| 19.    | PREPOSITIONED                 | PREPOSITIONED TREASURY CHECKS           |                        |              |           |                              | <b>设备</b>                  |                                       | 100     |
| 20.    | NEGOTIABLE INSTRUMENTS (U.S.) |   |                        |              | 3 200     | 735.00                       | 735.00                     |                                       | 0.0     |
| 21.    | NEGOTIABLE INS<br>(Foreign)   | TRUMENTS                                | UNITS                  | RATE         |           |                              |                            |                                       |         |
| 22.    | MILITARY PAYME                | ILITARY PAYMENT CERTIFICATES TOTAL MUST |                        |              | 984       |                              |                            |                                       |         |
| 23.    | PAID VOUCHERS                 | equal to Bloc                           |                        |              |           | 20,000.00                    | 20,000.00                  | ESS IDEA                              | 0.0     |
| 24.    | FUNDS IN TRANS                | T                                       | 1111111111             |              | 1         |                              |                            | Single Signal                         |         |
| 25.    | FUNDS WITH SUB                | AGENTS                                  | 150                    | of Section   |           | 10 EST                       |                            |                                       |         |
| 26.    | DEPOSIT TICKETS               | (not LDA)                               | WE STATE               | DAKE NAVEL 1 | e Stutk() |                              |                            |                                       | 10      |
| 27.    | DISHONORED CH                 | ECKS RECEIVABLE                         | arone eyeas            |              | E-AL      | A SUMMAN                     | CALLACT                    | ALCO DELL'                            |         |
| 28.    | CHECK OVERDRA                 | FTS RECEIVABLE                          |                        |              |           | 15000000                     |                            |                                       |         |
| 29.    | LOSS OF FUNDS                 |   |                        |              | 10000     | Activities 1                 |                            | TAN ELEKTRI                           |         |
| 30.    | DEFERRED VOUCHERS             |   |                        |              | POLICE.   |                              |                            |                                       |         |
| 31.    | OTHER (Explain)               |   |                        |              |           |                              | 7 (1970)                   |                                       | ((1))   |
| 32.    | TOTAL AGENT AC                | COUNTABILITY                            |                        |              |           | 146,175.00                   | 146,175.00                 |                                       | 0.00    |

This must equal the Ending Balance on the DD 1081 and Block 15c of



### DD 2665 - SECTION III (WHO HAS MY MONEY?)

DA Only
Paying Agent
Accountability
Information

DA Only Cashier Accountability Information

|   |                       | c. CASH<br>(Foreign Units)              | d. CASH<br>(U.S.)   | e. Prepositioned<br>Checks | e. Military<br>Payment<br>Certificates | g. OTHER                       |
|---|-----------------------|---|---|----------------------------|--|--------------------------------|
| 33.   | AGENT                 |   |   |                            |  |                                |
| 34.   | DEPUTY AGENT          |   |   |                            |  |                                |
| 35.   | CASHIER               | 200 000 000 000 000 000 000 000 000 000 | Process Paner Clare   |                            |  |                                |
| 36.   | OTHER (Specify)       |   | 247 C.  |                            |  |                                |
| 37.   | TOTALS                |   |   |                            |  |                                |
| 2. NAME OF AGENT (Type or Print) J OHN SMITH, PFC |                       |   | 3. ADDRESS OF AGENT (Type or Print) 3RD FINANCIAL MANAGEMENT DETACHMENT APO, AE 09314 |                            |  |                                |
| 4. SI   | GNATURE OF AGENT /C / | AL SECTION ASSESSMENT                   | O STREET AND STREET OF STREET   |                            | COCHECUTE STATE                        | 100 mod 2 1 0 3 0 m mary 1 0 0 |

**DD Form 2665, AUG 93** 

REPLACES DA FORM 3924, AUG 87, NAVCOMPT FORM 379, DEC 65, AND AF FORM 1372, AUG 81, WHICH ARE OBSOLETE USAPPCV1.00

Name of Cashier

Signature of Cashier

Location



# NEXT BUSINESS DAY Start all over again

### CHECK ON LEARNING

### What is the purpose of the DD 1081? To record advances and returns to the principal.

#### What is the purpose of the DD 2665?

It is a breakdown of all transactions that affected the agent's accountability throughout the business day.

Who is required to complete the DD 2665 and how often must it be done?

Cashiers and DAs. It must be completed daily.

What must be the Beginning Balance on the DD The Beginhing Balance of the DD 2665 and the ending balance of the previous DD 1081.

### CHECK ON LEARNING

During a return to the DA, what should the (beginning accountability) + (collections) - (eitbuererashts) equal to?

If a cashier suspects a possible loss of funds, what actions should he/she take?

Notify the Disbursing Agent and cease operations until the cause of the loss is determined.



#### PRACTICAL EXERCISE PREVIEW

### QUESTIONS? CONCERNS?